IV Gu1 Mciv
1847

C
I1Gu Mciv
1947

UNIVERSITY OF ILLINOIS CIVIL SERVICE

CLASS SPECIFICATIONS

and

COMPENSATION PLAN

UNIVERSITY OF ILLINOIS

URBANA, ILLINOIS

September, 1947

COMPENSATION PLAN

and

INDEX TO CIASS SPECIFICATION

NOTE: Where maintenance is provided as a part of compensation, its cash value is included as part of the total salary; the total salary for any classified position must fall between the minimum and maximum of the range indicated in the Compensation Plan.

MAINTENANCE VALUES

Urbana, per unit	$7.00
Chicago, per unit	$8.00

One unit equals one meal per working day per month or room per month.

C
IL6u Mciv
1947
cop. 3
20 Sept 46-C.L.

COMPENSATION PLAN

UNIVERSITY OF ILLINOIS CIVIL SERVICE

Page	Classification	Salary Range
1	Accountant, Assistant Chief	350-500
2	Accountant, Construction	200-280
3	Accountant, Supervising	265-350
4	Accountant, Senior	225-315
5	Accountant, Junior	175-250
6	Accountant, Junior Cost	175-250
7	Administrator of Research and Educational Hospitals, Assistant	300-450
8	Analyst, Social Research (Division of Services for Crippled Children)	275-400
9	Announcer, Chief	200-280
10	Apprentice, Composing Room	Prevailing
11	Apprentice, Press Room	Prevailing
12	Architect, Associate	400-550
13	Architect, Senior	400-550
14	Artist, Commercial	265-350
15	Assistant, Editorial	175-250
16	Assistant, Senior Laboratory	175-250
17	Assistant, Junior Laboratory	150-225
18	Assistant, Assistant Laboratory	125-175
19	Assistant, Personnel	200-280
20	Assistant, Senior Printing	200-280
21	Assistant, Senior Purchasing	225-315
22	Assistant, Junior Purchasing	175-250
23	Assistant, Radio Programmer	140-200
24	Assistant to the Business Manager	300-450
25 & 25a	Assistant to Director of Division of Services for Crippled Children	275-400
26	Assistant to Director of Hospital Laboratory	225-315
27	Assistant to Director of Physical Plant	350-500
28	Assistant to Director of Public Information	275-400

Page	Classification	Salary Range
29	Assistant to Director of Housing	275-400
30	Assistant to Health Officer	200-280
31	Assistant to Manager of Illini Union (Urbana)	175-250
	(Chicago)	200-280
32	Assistant to Military Property Custodian	200-280
33	Assistant to Social Director	150-225
34	Attendant, Airport	150-225
35	Attendant, Equipment	150-225
36	Attendant, Fire Station	Prevailing
37	Attendant, Fountain	150-225
38	Attendant, Garage	Prevailing
39	Attendant, Senior Laboratory	175-250
40	Attendant, Junior Laboratory	150-225
41	Attendant, Assistant Laboratory	120-160
42	Attendant, Locker Room	140-200
43	Attendant, Supply	140-200
44	Attendant, Tool Room	Prevailing
45	Auditor, Assistant	350-500
46	Baker, Head	200-280
47	Baker, Second	150-225
48	Bookbinder	150-225
49	Bookbindery Worker	100-140
50	Bracemaker	265-350
51	Bracemaker, Assistant	140-200
52	Bursar, Assistant	350-500
53	Business Manager, Assistant	350-500
54	Butcher	200-280
55	Caretaker, Head Airport	200-280
56	Caretaker, Head Animal	200-280
57	Caretaker, Animal	150-225
	Carpenter (See: Tradesman, Skilled)	Prevailing
58	Cashier, Head	250-325
59	Cashier	175-250
60	Cashier, Assistant	125-175

Page	Chapter/Section	Page
27	Landmark v. Director of Elections	275-280
28	Landmark v. Double Options	281-285
31	Landmark v. Damage of Title	
	Ownership (Personal)	279-282
	[illegible]	283-286
29	Landmark v. Military Property	
	Ownership	287-290
30	Landmark v. Natural Minerals	291-295
32	Monument, Trespass	296-299
33	Ordinance, Nuisance	300-304
34	Possession, Prior Ownership	305-309
35	Prescription, Public Lands	310-314
36	Privileges, Easements	315-318
37	Privileges, Licenses	319-322
38	Property, Damage	323-327
39	Property, Boundaries	328-331
40	Property, Real Estate	332-336
41	Property, Personal Property	337-340
42	Property, Taxation Issues	341-345
43	Protection, Rights	346-349
44	Protected, Trust Funds	350-354
45	Public Use, Easements	355-358
46	Public, Land	359-362
47	Public, Trusts	363-367
48	Publication	368-371
49	Publishing Notice	372-376
50	Purchasing	377-380
51	Purchase, Contract	381-385
52	Purchase, Option	386-389
53	Quieting, Title	390-393
54	Quitclaim, Deed	394-398
55	Quitclaim, Trust Property	399-402
56	Quitclaim, Title	403-407
57	Quorum, Voting	408-411
	Requirements	412-415
	(See Trespass, Criminal)	
58	Railroad, Trust	416-420
59	Railroad	421-424
60	Railroad, Interest	425-428

Page	Classification	Salary Range
	Cement Finisher (See: Tradesman, Skilled)	Prevailing
61	Checker, Laundry	125-175
62	Chef	200-280
63	Clerk, Executive, President's Office	265-350
64	Clerk, Chief	200-280
65	Clerk, Senior	150-225
66	Clerk, Junior	125-175
67	Clerk, Assistant	100-140
68	Clerk, Senior Account	175-250
69	Clerk, Junior Account	140-200
70	Clerk, Assistant Account	120-160
71	Clerk, Senior File	150-225
72	Clerk, Junior File	125-175
73	Clerk, Assistant File	100-140
74	Clerk, Chief Information	140-200
75	Clerk, Information	125-175
76	Clerk, Inventory	140-200
77	Clerk, Mailing	150-225
78	Clerk, Senior Operations	175-250
79	Clerk, Junior Operations	140-200
80	Clerk, Senior Pay Roll	175-250
81	Clerk, Junior Pay Roll	125-175
82	Clerk, Receiving	140-200
83	Clerk, Senior Record	150-225
84	Clerk, Junior Record	125-175
85	Clerk, Assistant Record	100-140
86	Clerk, Statistical	125-175
87	Clerk, Stores	140-200
88	Clerk, Assistant Stores	100-140
89	Clerk, Ward	125-175
90	Clerk-Stenographer, Supervising	175-250
91	Clerk-Stenographer, Senior	150-225
92	Clerk-Stenographer, Junior	125-175
93	Clerk-Stenographer, Assistant	100-140
94	Clerk-Typist, Senior	150-225
95	Clerk-Typist, Junior	125-175
96	Clerk-Typist, Assistant	100-140

Cleaver, Vinnie
(See: Ovington, Earle)

Cleaver, Isabelle

Cleef

Cleef, Ellsworth, Irreconcilable

Cleeve

Clegg, Cliff

Cleve, Neville

Cleve, Stanley

Cleve, Xanthippe

Cleve, Xenophon Adonnes

Cleve, Junior Viscount

Clerk, Imperious Assassin

Clerk, Dealer Trio

Clerk, Petite Pile

Clerk, Magician Pile

Clerk, Color Interaction

Clerk, Interaction

Clerk, Invisible

Clerk, Petite

Clerk, Senior Operations

Clerk, Senior Operations

Clerk, Senior Key Unit

Clerk, Senior Key Unit

Clerk, Specialize

Clerk, Senior Secret

Clerk, Senior Secret

Clerk, Assistant Accel

Clerk, Principal

Clerk, Typist

Clerk, Assistant Stenographer

Clerk-Stenographer, Senior

Clerk-Stenographer, Senior

Clerk-Typist, Senior

Clerk-Typist, Junior

Clerk-Typist, Assistant

Page	Classification	Salary Range
	Compositor (See: Tradesman, Skilled)	Prevailing
97	Consultant, Field Physiotherapy	200-280
98	Consultant, Medical Social Service	250-325
100	Consultant, Nursing	200-280
101	Consultant, Orthopedic Nursing	225-315
103	Consultant, Speech and Hearing	250-325
104	Cook, Head - (Urbana)	140-200
	(Chicago and Galesburg)	175-250
105	Cook I (Urbana)	125-175
	(Chicago and Galesburg)	150-225
106	Cook II (Urbana)	120-160
	(Chicago and Galesburg)	

Corrections in salary ranges to be made in Class Specifications and Compensation Plan Book. The salary ranges in the following classifications should read as shown below:

PLEASE MAKE THE CORRECTIONS IN YOUR COPY.

In the Index, on page ii, Item 31 Assistant to Manager of Illini Union
(Urbana) 200 - 280
(Chicago) 175 - 250

On page vi - Item 170 Forelady, Maid (Galesburg) 125 - 175
On page xiv -Item 361 Technician, Aircraft Instrument 250 - 325

	Assistant	250-325
119	Director of Division of Services for Crippled Children	500-700
120	Director of Music, Radio Station	250-325
121	Director of Neuropsychiatric Clinic	250-325
122	Director of Nonacademic Personnel, Assistant	300-450
123	Director of Nurses	275-400
124	Director of Nurses, Assistant	265-350

Page	Classification	Below Page
	Cheese Dishes (Also: Tea-cakes, Drinks)	
61	Cheshire, Lucasta	
62	Chef	
63	Chef, Executive, Vegetables	
	Citrus	
64	Clark, Chris	
65	Clark, Denise	
66	Clark, Jamie	
67	Clark, Kathleen	
68	Clark, Sharon Lee	
69	Clark, Walter Leonard	

70	Clark, Stanley	
71	Clark, Steve	
72	Clark, Watkins Store	
73	Clark, Wood	
74	Clark-Thompson, Jennifer	
75	Clark-Thompson, Tamara	
76	Clark-Thompson, Walter	
77	Clark-Thompson, Wedding	
78	Clark-Wyatt, Carter	
79	Clark-Wyatt, Jamie	
80	Clark-Wyatt, Kathleen	

Page	Classification	Salary Range
	Compositor (See: Tradesman, Skilled)	Prevailing
97	Consultant, Field Physiotherapy	200-280
98	Consultant, Medical Social Service	250-325
100	Consultant, Nursing	200-280
101	Consultant, Orthopedic Nursing	225-315
103	Consultant, Speech and Hearing	250-325
104	Cook, Head - (Urbana)	140-200
	(Chicago and Galesburg)	175-250
105	Cook I (Urbana)	125-175
	(Chicago and Galesburg)	150-225
106	Cook II (Urbana)	120-160
	(Chicago and Galesburg)	140-200
107	Cook, Foods Laboratory	120-160
108	Copyholder	120-160
109	Creameryman	175-250
110	Custodian, Forest	175-250
111	Designer, Architectural	275-400
112	Dietitian	200-280
113	Dietitian, Assistant	175-250
114	Director, Educational Program, Radio Station	275-400
115	Director, Production, Radio Station	200-280
116	Director of Clinics, Assistant	275-400
117	Director of Dietary Service	275-400
118	Director of Dietary Service, Assistant	250-325
119	Director of Division of Services for Crippled Children	500-700
120	Director of Music, Radio Station	250-325
121	Director of Neuropsychiatric Clinic	250-325
122	Director of Nonacademic Personnel, Assistant	300-450
123	Director of Nurses	275-400
124	Director of Nurses, Assistant	265-350

Page	Classification	Salary Range
125	Director of Purchases, Assistant	350-500
126	Draftsman	175-250
127	Draftsman, Senior Architectural	275-400
128	Draftsman, Junior Architectural	225-315
129	Draftsman, Senior Engineering	275-400
130	Draftsman, Junior Engineering	200-280
131	Driver (Urbana)	Prevailing
	(Chicago and Galesburg)	150-225
	Electrician	
	(See: Tradesman, Skilled)	Prevailing
132	Electro-Acoustician	400-650
134	Engineer, Aircraft Maintenance	275-400
135	Engineer, Architectural	350-500
136	Engineer, Architectural Mechanical	350-500
137	Engineer, Chief Building Operating	265-350
138	Engineer, Building Operating	225-315
139	Engineer, Assistant Building Operating	200-280
140	Engineer, Civil	350-500
141	Engineer, Electrical	400-550
142	Engineer, Industrial -- Housing Construction Analyst	275-400
143	Engineer, Instrument and Efficiency	225-315
144	Engineer, Mechanical	400-550
145	Engineer, Operations	350-500
146	Engineer, Operative Crane (Urbana)	Prevailing
	(Galesburg)	200-280
147	Engineer, Plant Operating (Urbana)	Prevailing
	(Galesburg)	200-280
148	Engineer, Assistant Plant Operating	Prevailing
149	Engineer, Plant Operating Watch (Galesburg)	225-315
150	Engineer, Power Plant Mechanical	350-500
152	Engineer, Chief Radio	250-325
153	Engineer, Assistant Radio	140-200

135 Director of Purchases, Assistant 320-322
136 Secretary 170-172
137 Secretary, Senior Professional 173-175
138 Treasurer, Senior Professional 176-178
139 Secretary, Junior Professional 179-181
140 Secretary, Senior Engineering 182-184
141 Secretary, Junior Engineering 185-187
142 Secretary (Typing) 188-190

Chemistry

143 Chemist, Assistant 191-193
144 Chemist, Associate 194-196
145 Chemist, Senior 197-199
146 Chemist, Principal 200-202
147 Chemist, Chief 203-205
148 Chemist, Research Assistant 206-208
149 Chemist, Research Associate 209-211
150 Chemist, Research Chemist 212-214
151 Chemist, Senior Research Chemist 215-217
152 Chemist, Principal Research Chemist 218-220
153 Chemist, Chief Research Chemist 221-223

Civil Engineering

154 Engineer, Assistant 224-226
155 Engineer, Associate 227-229
156 Engineer, Senior 230-232
157 Engineer, Principal 233-235
158 Engineer, Chief 236-238
159 Engineer, Assistant Resident 239-241
160 Engineer, Associate Resident 242-244
161 Engineer, Senior Resident 245-247
162 Engineer, Principal Resident 248-250
163 Engineer, Chief Resident 251-253
164 Engineer, Assistant Construction 254-256
165 Engineer, Associate Construction 257-259
166 Engineer, Senior Construction 260-262
167 Engineer, Principal Construction 263-265
168 Engineer, Chief Construction 266-268
169 Engineer, Assistant Plant Operating 269-271
170 Engineer, Associate Plant Operating 272-274
171 Engineer, Senior Plant Operating 275-277
172 Engineer, Principal Plant Operating 278-280
173 Engineer, Chief Plant Operating 281-283

Page	Classification	Salary Range
154	Engineer, Structural	350-500
155	Engineer, Swimming Pool Operating (Galesburg)	150-225
156	Estimator	300-450
157	Examiner, Assistant	225-315
158	Examiner and Recorder, Assistant	225-315
159	Executive Secretary, President's Office	275-400
160	Exterminator	150-225
161	Fieldman	250-325
162	Fieldman, Assistant	175-250
163	Fire Captain	Prevailing
164	Fire Chief	Prevailing
165	Fire Chief, Assistant	Prevailing
166	Fire First Lieutenant	Prevailing
167	Fire Second Lieutenant	Prevailing
168	Fireman, Boiler Room (Urbana and (Chicago)	Prevailing
	(Galesburg)	175-250
169	Fireman, Incinerator (Galesburg)	175-250
170	Forelady, Maid (Galesburg)	200-280
	Foreman, Custodial (Galesburg) (See: Supervisor, Custodial)	175-250
171	Foreman, Elevator Operations	150-225
	Foreman, Garage (Galesburg) (See: Foreman (Skilled Trades))	200-280
172	Foreman, Supervising Farm	265-350
173	Foreman, Farm	250-325
	Foreman, Grounds (Galesburg) (See: Foreman (Skilled Trades))	150-225
174	Foreman, Janitor (Urbana)	Prevailing
	(Chicago)	225-315
	(Galesburg)	150-225
	Foreman, Janitor Sub- (Galesburg) (See: Foreman, Sub-)	140-200
	Foreman, Machinist (Galesburg) (See: Foreman (Skilled Trades))	225-315
175	Foreman, Park	175-250

Page	Classification	Salary Range
	Foreman (Skilled Trades)	Prevailing
176	Automotive (Urbana)	
176	Bookbindery	
176	Bricklayer	
177	Carpenter	
177	Composing Room	
177	Electrician	
178	Garage (Urbana and Chicago)	
178	Grounds (Urbana)	
179	Machinist (Urbana and Chicago)	
179	Painter	
179	Plumber	
179	Press Room	
180	Sheet Metal	
180	Water Station	
181	Foreman, Steam-Distribution	Prevailing
182	Foreman, Sub-	Prevailing
183	Gardener, Agricultural	250-325
184	Gardener, Assistant Agricultural	175-250
	Gardener, Grounds (See: Gardener, Agricultural)	Prevailing
	Gardener, Assistant Grounds (See: Gardener, Assistant Agricultural)	Prevailing
185	Glassblower, Senior	275-400
186	Glassblower	225-315
	Glazier (See: Tradesman, Skilled)	Prevailing
187	Groundsman (Urbana) (Galesburg)	Prevailing 140-200
187a	Hanger	Prevailing
188	Herdsman	250-325
189	Herdsman, Assistant	175-250
190	Housekeeper	120-160

Page	Classification	Salary Range
191	Instrument Maker	275-400
192	Interviewer, Intake	175-250
193	Janitor (Urbana)	Prevailing
	(Chicago)	150-225
	(Galesburg)	140-200
193	Janitress (Urbana)	Prevailing
	(Chicago and Galesburg)	120-160
194	Kitchen Helper, Senior (Urbana)	120-160
	(Chicago and Galesburg)	125-175
195	Kitchen Helper (Urbana)	100-140
	(Chicago and Galesburg)	120-160
196	Laborer	Prevailing
197	Laborer, Farm	140-200
198	Laborer, Kitchen	140-200
199	Laborer, Park	150-225
200	Laundress	120-160
201	Librarian, Medical Record	265-350
202	Librarian, Assistant Medical Record	150-225
	Locksmith	Prevailing
	(See: Tradesman, Skilled)	
	Machinist (Galesburg)	200-280
	(Urbana and Chicago)	Prevailing
	(See: Tradesman, Skilled)	
203	Maid (Urbana)	Prevailing
	(Chicago and Galesburg)	100-140
204	Maintenance Helper (Galesburg)	150-225
205	Maintenance Man, Laundry (Galesburg)	150-225
206	Manager, Bookstore	300-450
207	Manager, Assistant Bookstore	225-315
208	Manager, Bowling Alley	140-200
209	Manager, Food Production	225-315

Page	Classification	Page
160	Tournament Dinner	175-180
192	Laboratory, Chicago	177-182
193	Jealous (Green)	(Unmentioned
	(Gadsby)	170-183
	(Galsworthy)	180-190
198	Dreiser (Tyrell)	Unmentioned
	(Chicago and Galsworthy)	180-188
199	Blaine, Miles, Senior (Green)	182-189
	(Chicago and Galsworthy)	188-193
199	Blaine Senior (Green)	190-198
	(Chicago and Galsworthy)	190-200
200	Laboratory.	[Unmentioned
191	Laboratory, Style	190-200
202	Laboratory, Library	190-200
202	Laboratory, Text	190-200
200	Laboratory.	190-200
201	Literature, Medical Service	200-320
202	Literature, Supplanted Initial	320-322
	Secret	320-322
	Locked)	320-322
	(Geo. Thelemen, Retire)	320-322
	Wealthy (Gadsby)	320-322
	(Dreiser and Chicago)	320-322
	(Geo. Tilghmen, Retire)	320-322
201	Wife (Tyrell)	320-322
	(Chicago and Galsworthy)	320-322
204	Relationship Eclipse (Galsworthy)	320-322
205	Library Inn, Lincoln	320-322
	(Galsworthy)	320-322
206	Manners, Invitation	320-322
207	Manager, Assistant Bookstore	320-322
208	Manager, Building Alley	320-322
200	Manager, Read Invocation	320-322

Page	Classification	Salary Range
210	Manager, Assistant Food Production	200-280
211	Manager, Food Service, Residence Halls	275-400
212	Manager, Food Service	300-450
213	Manager, Assistant Food Service	200-280
214	Manager, House	150-225
215	Manager, Assistant House	140-200
216	Manager, Laboratory	400-650
217	Manager, Laundry	275-400
218	Manager, Office (Division of Services for Crippled Children)	275-400
220	Manager, Park	300-450
221	Manager, Traffic	275-400
222	Manager of Chicago Illini Union	300-450
223	Manager of Photographic Laboratory	265-350
224	Manager of Student Supply Store (Chicago)	225-315
225	Manager of Temporary Family Housing	275-400
226	Manager of Temporary Family Housing, Assistant	250-325
	Mason, Brick- and Stone- (See: Tradesman, Skilled)	Prevailing
227	Matron	150-225
228	Matron, Assistant	125-175
229	Meat Cutter	140-200
230	Mechanic, Aircraft Maintenance and Line	200-280
231	Mechanic, General Airport	175-250
232	Mechanic, Automotive	Prevailing
233	Mechanic, Elevator	Prevailing
234	Mechanic, Senior Laboratory	200-280
235	Mechanic, Junior Laboratory	175-250
236	Mechanic, Assistant Laboratory	140-200
237	Mechanic, Power Plant	Prevailing
238	Mechanic, Refrigeration	Prevailing
240	Mechanic, Telephone	Prevailing

Page	Classification	Salary Range
241	Mechanic Helper, Refrigeration	Prevailing
242	Medical Officer (Division of Services for Crippled Children)	400-550
244	Messenger	140-200
245	Molder	225-315
246	Nurse, Clinic	200-280
247	Nurse, Head	175-250
248	Nurse, Assistant Head	175-250
249	Nurse, Staff	150-225
250	Nurse, Supervising	200-280
251	Nurse, Visiting	175-250
252	Nurse's Aide	120-160
253	Office Assistant, Food Service	150-225
254	Officer, Chief Admitting	175-250
255	Officer, Admitting	125-175
256	Officer, Personnel	275-400
257	Operator, Airport Tower	200-280
258	Operator, Chief Cold Storage	250-325
259	Operator, Cold Storage	175-250
260	Operator, Elevator (Chicago)	140-200
261	Operator, Laundry Press	125-175
	Operator, Linotype (See: Tradesman, Skilled)	Prevailing
262	Operator, Senior Office Appliance	150-225
263	Operator, Junior Office Appliance	125-175
264	Operator, Assistant Office Appliance	100-140
265	Operator, Assistant Radio	125-175
266	Operator, Steam Distribution (Urbana and Chicago)	Prevailing
	(Galesburg)	150-225
267	Operator, Chief Switchboard (Chicago and Galesburg)	150-225
	(Urbana)	Prevailing

Classification

Page	Classification	Salary Range
268	Operator, Assistant Chief Switchboard (Urbana)	Prevailing
269	Operator, Switchboard (Chicago and Galesburg)	125-175
	(Urbana)	Prevailing
270	Operator, Water Station	Prevailing
271	Orderly	125-175
	Painter (See: Tradesman, Skilled)	Prevailing
	Pattern Maker (See: Tradesman, Skilled)	Prevailing
272	Photographer	265-350
273	Photographer, Assistant	140-200
274	Physiotherapist, Chief	265-350
275	Physiotherapist, Senior	175-250
276	Physiotherapist, Junior	150-225
277	Physiotherapy Attendant	125-175
	Plasterer (See: Tradesman, Skilled)	Prevailing
	Plumber - Steamfitter (See: Tradesman, Skilled)	Prevailing
278	Police Captain (Urbana)	Prevailing
	(Chicago)	225-315
279	Police First Lieutenant (Urbana)	Prevailing
	(Chicago)	200-280
280	Police Second Lieutenant	Prevailing
281	Policeman	Prevailing
282	Potter	225-315
283	Poultryman	250-325
284	Poultryman, Assistant	175-250
	Pressman (See: Tradesman, Skilled)	Prevailing
285	Proofreader, Senior	200-280
286	Proofreader, Junior	150-225
287	Psychologist, Clinical	275-400
289	Purchasing Agent	350-500

464	Operator, Auditory Cell	
	Switchboard (Human)	Investigation
465	Operator, Switchboard	
	(Physics and Electronics)	120-123
	(Tubes)	Investigation
470	Operator, Video Preview	Investigation
471	Cabaret	123-125
	Parade	Investigation
	Video Processor, Digital	
	Motion Picker	Investigation
	(Pre- Production, Digital)	
472	Photographer	125-130
473	Photographer, Industrial	130-135
474	Physicotherapist, Chief	135-139
475	Physiotherapist, Senior	139-142
476	Physiotherapist, Junior	142-145
477	Physiotherapy Attendant	145-148
	Plumber	Investigation
	(Gas Fitting, Building)	
	Plumber - Steamfitter	Investigation
	(Gas, Engineering, Building)	
478	Police Captain, (Uniform)	Investigation
	(Chicago)	148-153
479	Police Chief Lieutenant (Uniform)	
	(Chicago)	
480	Police Colonel Headquarters	Investigation
481	Police Sergeant	
482	Police	
483	Politician	153-157
484	Politician, Executive	157-162
	Pomologist	162-165
	(Gas, Engineering, Building)	Investigation
485	Postmaster, General	165-169
486	Potentiometer, Radio	169-173
487	Powerhouse Attendant	173-177
488	Practicing Adjust	177-180

Page	Classification	Salary Range
290	Recorder, Assistant	225-315
291	Repairman, Instrument	225-315
292	Repairman, Power Plant	Prevailing
	Roofer	Prevailing
	(See: Tradesman, Skilled)	
293	Seamstress	120-160
294	Secretary, Senior	225-315
295	Secretary	175-250
296	Serviceman, Laundry	150-225
	Sheet Metal Worker	Prevailing
	(See: Tradesman, Skilled)	
297	Social Worker, Medical	200-280
299	Social Service Worker, Supervising Psychiatric	225-315
300	Social Service Worker, Psychiatric	175-250
301	Statistician, Senior	225-315
302	Statistician, Junior	175-250
303	Storekeeper	175-250
304	Superintendent, Architectural	300-450
305	Superintendent of Building Maintenance	400-650
307	Superintendent of Buildings and Grounds, Assistant (Chicago)	400-550
308	(Galesburg)	265-350
309	Superintendent of McKinley Hospital	275-400
310	Superintendent of Operations	
	(Urbana)	400-550
	(Chicago)	300-450
	(Galesburg)	265-350
311	Superintendent of Operations, Assistant (Chicago)	265-350
312	Superintendent of Print Shop, Assistant	300-450
313	Superintendent of Repairs and Utilities (Galesburg)	275-400

Page	Classification	Salary Range
314	Superintendent of Roads, Grounds, and Transportation (Galesburg)	265-350
315	Superintendent of Sanitation and Safety	400-550
316	Superintendent of Utilities	
	(Chicago)	400-550
	(Urbana)	400-650
317	Supervisor, Creamery	265-350
318	Supervisor, Custodial	Prevailing
	(Also, Custodial Foreman, Galesburg)	175-250
319	Supervisor, Dining Room	150-225
320	Supervisor, Fountain	175-250
321	Supervisor, Intake	225-315
322	Supervisor, Inventory	225-315
323	Supervisor, Laundress	140-200
324	Supervisor, Mailing Service	275-400
325	Supervisor, Medical Social Service	275-400
327	Supervisor, Nursing Service	275-400
329	Supervisor, Assistant Nursing Service	250-325
330	Supervisor, Office	200-280
331	Supervisor, Power Plant Shift	Prevailing
332	Supervisor, Psychological Service	275-400
333	Supervisor, Record Room	175-250
335	Supervisor, Routing	225-315
336	Supervisor, Sewing and Surgical Dressing	150-225
337	Supervisor, Speech and Hearing Service	275-400
339	Supervisor, Stores	225-315
340	Supervisor, Tabulating Machine	265-350
341	Supervisor, Assistant Tabulating Machine	225-315
342	Supervisor, Training, Medical Social Service	275-400
344	Supervisor, Assistant Training, Medical Social Service	250-325
345	Supervisor of Animal Hospital	265-350

124	Department of Light, Streets, and Ventilation (Baltimore)	249-250
125	Department of Lighting	250-251
126	Department of Utilities (Chicago)	251-252
127	Department of Water (Chicago)	252-253
128	Department of Water (Detroit)	253-254
129	Department of Water (Los Angeles)	254-255
130	Department of Water (Milwaukee)	255-256
131	Department of Water (Philadelphia)	256-257
132	Department of Water (Pittsburgh)	257-258
133	Department of Water (Seattle)	258-259
134	Department of Water Supply, Gas and Electricity (New York)	259-260
135	Department of Water Supply, Gas and Electricity (Richmond)	260-261
136	Department of Water Supply, Gas and Electricity (Virginia Beach)	261-262
137	Department of Water Supply, Gas and Electricity (Virginia)	262-263
138	Department of Water Supply, Gas and Electricity (Virginia)	263-264
139	Department of Water Supply, Gas and Electricity (Virginia)

Page	Classification	Salary Range
346	Supervisor of Animal Hospital, Assistant	225-315
347	Supervisor of Building Craftsmen (Chicago)	300-450
348	Supervisor of Chicago Illini Center	175-250
349	Supervisor of Clinic Nurses	250-325
350	Supervisor of Clinic Nurses, Assistant	225-315
351	Supervisor of Housekeeping	140-200
352	Supervisor of Information Office	225-315
353	Supervisor of Linen Service	150-225
354	Supervisor of Off-Campus Housing	225-315
355	Supervisor of Off-Campus Housing, Assistant	200-280
356	Supervisor of Urology Clinic	200-280
358	Supervisor of Veterans Equipment Procurement	225-315
360		
360	Teacher of Handicapped Children	Prevailing
361	Technician, Aircraft Instrument	Prevailing
362	Technician, Brace	150-225
363	Technician, Laboratory and X-Ray	225-315
364	Technician, Musical Instrument	250-325
365	Technician, Assistant Photographic	125-175
366	Technician, Radium	225-315
367	Technician, Sound	Prevailing
368	Technician, Chief X-Ray	200-280
369	Technician, Senior X-Ray	175-250
370	Technician, Junior X-Ray	150-225
371	Technologist, Senior Medical	225-315
372	Technologist, Junior Medical	150-225
373	Tester, Advanced Registry	140-200

Page	Classification	Salary Range
346	Supervisor of Nurses Hospital, Asylums	930-1020
347	Supervisor of Building Inspectors (Chicago)	900-1500
349	Supervisor of Steam Plant Cashier	1200-1500
349	Supervisor of Steam Plants	1200-1500
350	Supervisor of Steam Repairs, Asylums	1200-1500
351	Supervisor of Stenography	1200-1500
352	Supervisor of Structural Work	1200-1500
353	Supervisor of Sugar Service	1200-1500
354	Supervisor of Off-Campus Schools	1200-1500
355	Supervisor of Off-Campus Teaching, Asylums	1200-1500
356	Supervisor of Welding Plant	1200-1500
358	Supervisor of Wireless Equipment Procurement	1800-2500
359		
360	Teacher of Handicapped Children	Prevailing
361	Technician, Aircraft Instrument	Prevailing
362	Technician, Boron	1200-1800
363	Technician, Laboratory and X-Ray	1200-1500
364	Technician, Medical Instrument	1200-1800
365	Technician, Assistant Bacteriologist	1200-1272
366	Technician, Rubber	1200-1800
367	Technician, Sugar	Prevailing
368	Technician, Chief X-Ray	1500-1800
369	Technician, Senior X-Ray	1272-1500
370	Technician, Junior X-Ray	1200-1800
371	Technologist, Junior Medical	1800-2400
372	Technologist, Senior Medical	1272-1800
373	Tester, Advanced Engineering	1200-1500

Name	Classification	Salary Range
374	Tradesman, Skilled	Prevailing
	Brickmason and Stonemason	
	Carpenter	
	Cement Finisher	
	Compositor	
	Electrician	
	Glazier	
	Linotype Operator	
	Locksmith	
	Machinist	
	Painter	
	Pattern Maker	
	Plasterer	
	Plumber-Steamfitter	
	Pressman	
	Roofer	
	Sheet Metal Worker	
	Sound Technician	
	Welder	
	Window Washer (Chicago)	
375	Trades Helper, Skilled	Prevailing
376	Tree Surgeon	Prevailing
377	Tree Surgeon, Assistant	Prevailing
378	Tree Trimmer	Prevailing
379	Visitor, Housing	125-175
380	Washman	150-225
	Welder	Prevailing
	(See: Tradesman, Skilled)	
381	Watchman	150-225
	Window Washer (Chicago)	Prevailing
	(See: Tradesman, Skilled)	
382	Wringerman	140-200
383	Writer, Continuity	125-175
384	Writer, Editorial	225-315
385	Writer, Specifications	275-400

374	Tyrolienne, Inclined	Elevated
	Scaffolding and Staging	
	Carpenter	
	Cement Finisher	
	Concrete	
	Electrician	
	Elevator	
	Linoleum Layer	
	Lineman	
	Machinist	
	Painter	
	Patent Hoist	
	Plasterer	
	Plumber-Gasfitter	
	Porter	
	Roofer	
	Sheet Metal Worker	
	Tunnel Foreman	
	Tailor	
	Window Washer (Chicago)	
375	Tyrolienne Trolley, Inclined	Elevated
376	Tyrone Carpenter	Foundation
377	Tyro Engineer, Assistant	Foundation
378	Tyro Engineer	Foundation
379	Tailor, Inverted	120-379
380	Taylor	120-380
	Welder	Excavating
	(See Structural, Skilled)	
381	Electrician	120-380
	Window Washer (Chicago)	Foundation
	(See Structural, Skilled)	
382	Ultra-Violet	120-382
383	Ultra, Combined	120-13
384	Ultra, Diluted	620-320
385	Ultra, Specification	670-400

SALARY RANGE GROUPS

I	100-140
II	120-160
III	125-175
IV	140-200
V	150-225
VI	175-250
VII	200-280
VIII	225-315
IX	250-325
X	265-350
XI	275-400
XII	300-450
XIII	350-500
XIV	400-550
XV	400-650
XVI	500-700

I	1-20
II	21-40
III	41-62
IV	63-80
V	81-102
VI	103-122
VII	123-142
VIII	143-162
IX	163-182
X	183-202
XI	203-222
XII	223-242
XIII	243-262
XIV	263-282
XV	283-302
XVI	303-322
XVII	323-342
XVIII	343-362
XIX	363-382
XX	383-402

CLASS SPECIFICATIONS

ASSISTANT CHIEF ACCOUNTANT

Definition:

Under the Chief Accountant, to be responsible for specialized work in accounting procedures.

Duties by Example:

To supervise preparation of the annual accounting report; prepare financial and statistical reports; assist in preparation of the annual budget and administration thereof; supervise all accounting processes in the accounting department; assist in the formulation of accounting and financial policy; fund vouchers; review correspondence; perform related duties as assigned.

Qualifications:

University graduation with major in accountancy; five years' experience in university or governmental accounting, at least three years of which must have been in a university or college; high aptitude in accounting; supervisory ability; good judgment; minimum age 28.

ASSISTANT CHIEF ACCOUNTANT

Definition:

Under the Chief Accountant, to be responsible for specialized work in accounting procedures.

Duties by Example:

To supervise preparation of the annual accounting report; prepare financial and statistical reports; assist in preparation of the annual budget and administration thereof; supervise all accounting processes in the accounting department; assist in the formulation of accounting and financial policy; (and vouchers); (and corresponds,) performs related duties as assigned.

Qualifications:

University graduation with major in accountancy; five years' experience in university or governmental accounting, at least three years of which must have been in a supervisory or responsible position in accounting; supervisory ability; good judgment; minimum age 25.

CONSTRUCTION ACCOUNTANT

Definition:

Under supervision, to perform duties necessary to verify costs incurred under contracts executed by the University on a cost basis.

Duties by Example:

To test check presence of workers charged to the contract; check hourly rates and extensions on payrolls; issue and record receiving memorandums on all materials delivered to the job; verify extensions and footings on all invoices rendered; check and verify monthly vouchers rendered by the contractor for costs incurred by him; see that expenditures are made in accordance with the terms of the contract.

Qualifications:

University graduation with two years of training in accounting, or two years of college with two years of training in accounting and two years of accounting experience, or any combination between these two extremes. Experience in construction costs may be substituted for accounting experience to a maximum of two years.

Definition:

Under supervision, to perform duties necessary to verify costs incurred under contracts monitored by the University on a cost basis.

Duties in Example:

To test check payments to vendors charged to the contract, check hours and attendance on projects, keep and record materials received, to check materials delivered to the site, verify weights and invoices, and to do such other work as may be directed. Duties are basic in accordance with the terms of the contract.

Qualifications:

University graduation with two years of training in accounting, or the equivalent in two years of training in accounting and two years of accounting experience, or any combination of these two extremes. Experience in construction costs may be substituted for accounting experience to a maximum of two years.

SUPERVISING ACCOUNTANT

Definition:

Under direction to be responsible for supervisory work in accounting and related procedures.

Duties by Example:

To supervise accountants and account clerks; supervise and assist in the preparation of accounting reports and reconciliations; check and approve vouchers for payment; administer funds; administer budget accounting; handle correspondence; study accounting procedures; perform related duties as assigned.

Qualifications:

University graduation with a major in accounting; thorough knowledge of fund accounting; considerable accounting experience; knowledge of, and experience preferred in, university or college accounting; aptitude in accounting; supervisory ability; good judgment; minimum age 26.

SENIOR ACCOUNTANT

Definition:

Under supervision to perform responsible accounting, auditing, and budgeting work, including the supervision of bookkeeping operations.

Duties by Example:

To supervise the preparation of accounting reports and reconciliations; check and approve vouchers for payment; fund vouchers; supervise account clerks and bookkeepers; supervise appropriation and other subsidiary ledgers and determine proper classification of accounts for posting therein; recommend changes in accounting and auditing work.

Qualifications:

University graduation with a major in accountancy; thorough knowledge of fund accounting; extensive experience in accounting practices, of which at least one year must have been in a university or college accounting department; accuracy; integrity; good judgment; ability to deal harmoniously with the faculty and staff; minimum age 25.

JUNIOR ACCOUNTANT

Definition:

Under supervision to perform duties requiring accounting techniques, mathematical computations, and maintenance of routine accounting procedures.

Duties by Example:

To examine department accounts; keep ledger accounts; prepare financial statements; audit ledgers; reconcile bank balances; note fiscal irregularities; perform related clerical and accounting work; operate office machines as required; perform related duties as directed.

Qualifications:

University graduation with two years' training in accountancy; at least one year of experience in accounting work; high clerical aptitude; some knowledge of university or college accounting; tact; integrity; good judgment; minimum age 20.

Definition:

Duties by Example:

Qualifications:

JUNIOR COST ACCOUNTANT

Definition:

Under supervision, to be responsible for, and to maintain, cost accounts.

Duties by Example:

To calculate work cost sheets and work record cards; check and post vouchers and supplies and materials requisitions; keep journals; be responsible for billing; keep records; make reports; make up payrolls; perform related duties as directed.

Qualifications:

High school graduation with college training desirable; at least two years of experience in accounting work; accuracy; high aptitude for figures; thorough knowledge of double entry bookkeeping; accuracy; alertness; minimum age 20.

Definition:

Under supervision, to be responsible for, and to maintain, cost accounts.

Duties By Example:

To maintain work cost sheets and move record cards; check and post vouchers and supplies and materials requisitions; keep inventory; be responsible for billing; keep records; make reports; make up payrolls; perform related duties as directed.

Qualifications:

High school graduation with college training desirable; at least two years of experience in accounting work; accuracy; high aptitude for figures; thorough knowledge of double entry bookkeeping accuracy; alertness; minimum age 20.

ASSISTANT ADMINISTRATOR OF RESEARCH AND EDUCATIONAL HOSPITALS

Definition:

Under administrative supervision, to assist the Administrator with the administration of the Hospitals and to perform related work as required.

Duties by Example:

To supervise and direct the management of departmental units, act for the Administrator in matters of administrative detail; interview the public; assemble data and prepare reports; assist in the preparation of budgets and control of expenditures; prepare specifications and requisition equipment and supplies; assist in preparation of building alterations and maintenance schedules; inaugurate cost studies and install cost systems; supervise office personnel; handle services for House Staff; edit manuals, hospital pamphlets, and brochures; confer with and assist department heads in the performance of their functions; perform related studies and duties as assigned.

Qualifications:

Graduation from an accredited university or college, with special training in medicine or business administration; at least two years of successful hospital administration experience; knowledge of hospital routine and administration methods; integrity; tact; ability to deal harmoniously with the general public; supervisory ability; minimum age 30.

Definition:

Under administrative supervision, to assist the Administrator with the administration of the Hospital and to perform related work as required.

Duties by Example:

To supervise and direct the management of departmental units, and for the Administrator in matters of administrative detail; interview the public; assemble data and prepare reports; assist in the preparation of budgets and control of expenditures; prepare specifications and requisition equipment and supplies, assist in preparation of building alterations and maintenance schedules; investigate cost studies and install cost systems; supervise office personnel; handle matters for Nurse Doctr with medical problems, and procedures; confer with and assist department heads in the performance of their functions; perform related duties and duties as assigned.

Qualifications:

Graduation from an accredited university or college, with special training in medical or business administration; at least two years of successful hospital administration experience; knowledge of hospital routine and administrative methods; incapacity; basic ability to deal harmoniously with the general public; supervisory ability; minimum age 30.

SOCIAL RESEARCH ANALYST

(Division of Services for Crippled Children)

Definition:

Under the Director, to plan and organize special studies relating to the various aspects of a statewide program for physically handicapped children; to originate, plan, direct, and conduct statistical research, and to analyze and prepare for publication the results thereof.

Duties by Example:

To prepare procedures for use of the Division and cooperating agencies; train staff members to execute such procedures; originate and plan statistical research; collect, analyze, and present results of research data; prepare data for publication; prepare the format, tables and content of all statistical reports prepared by the Division; supervise the operation of the Central Registry of Physically Handicapped Children in Illinois; supervise statistical and clerical workers; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with special training in statistics, social service, or public administration, of which at least six semester hours must have been statistics; at least four years of supervisory experience in the conduct of public welfare or public health statistical research; activities, one of which must have been in an administrative capacity in a public welfare program, with a thorough knowledge of both state and federal laws pertaining to physically handicapped children; supervisory ability; tact; personality conducive to harmonious dealing with employees, cooperating individuals and agencies; minimum age 25.

Definition:

Under the Director, to plan and organize special studies relating to the various aspects of a statewide program for physically handicapped children; to originate, plan, direct, and organize the work of clinical, plan, direct, and organize the work of clinical research, and to analyze and prepare for publication the results thereof.

Typical Examples:

To perform professional duties of the Director and cooperating agencies; train staff members in clinical and procedural methods and techniques; plan and direct research studies, surveys, and personnel training of research duties; prepare data for publication; prepare the "Annual" report; review and control of all clinical materials prepared by the Division; supervise the operation of the Central Registry of Physically Handicapped Children in Illinois; supervise clinical and diagnostic services; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university with special training in clinical psychology, social service, or public administration, or with at least six semester hours in [illegible] at least four years of supervisory experience in the conduct of public welfare or public health activities; or any equivalent combination of training and experience which has provided the knowledge, skills and abilities listed above. Must possess a thorough knowledge of both state and federal laws pertaining to physically handicapped children; considerable knowledge of medical terminology; thorough knowledge of the principles and practices of personnel administration; ability to establish and maintain effective working relationships with employees, supervisors, and the general public; ability to analyze and interpret complex data and to prepare clear and concise reports; ability to plan and supervise the work of others; and ability to speak effectively before groups.

CHIEF ANNOUNCER

Definition:

Under supervision, to direct and perform radio announcing duties.

Duties by Example:

To supervise student announcers; arrange auditions for announcers; announce radio programs; train students in the fundamentals of announcing; assign student announcers to programs; perform related duties as assigned.

Qualifications:

High school graduation; college graduation desirable, with special training in speech, phonetics and public speaking; at least one year of experience in radio announcing; supervisory ability; pleasing personality; tact; minimum age 21.

Definition:

Under supervision, to direct and perform radio announcing duties.

Duties by Example:

To supervise student announcers; arrange call-ins for announcers; discuss radio programs; train students in the fundamentals of announcing; evaluate tapes; encourage to program; perform related duties as assigned.

Qualifications:

High school graduation; college graduation desirable, with special training in speech, theatre and public speaking; at least one year of experience in radio announcing; superior ability; pleasing personality; good diction; age 21.

COMPOSING ROOM APPRENTICE

Definition:

Under supervision, to perform general routine work in Composing Room.

Duties by Example:

To learn to compose type, correct same, distribute type properly, book and job composition; imposition and lockup; responsible operation and care of type-setting machines.

Qualifications:

High school graduation; ability to learn quickly; good physical condition; minimum age 18.

Definition:

Under supervision, to perform general routine work in Computing Room.

Duties or Typical:

To learn to operate type, card and tape, listing, light duplicating, book and job composition; keypunching and locking; responsible operation and care of type-setting machines.

Qualifications:

High school graduation; ability to learn quickly; good physical condition; minimum age 18.

PRESS ROOM APPRENTICE

Definition:

Under supervision, to perform general routine work in Press Room.

Duties by Example:

To learn care and operation of all presses; positioning of forms, make-ready, and running; printing qualities of paper and ink.

Qualifications:

High school graduation; ability to learn quickly; good physical condition; minimum age 18.

Definition:

Under supervision, to perform general routine work in large shops.

Duties to Example:

To learn care and operation of all pressure controlling of forms, machinery, and running, running qualities of paper and ink.

Qualifications:

High school graduation, ability to learn quickly, good physical condition minimum age 18.

ASSOCIATE ARCHITECT

Definition:

Under the architect to perform responsible architectural duties of design and construction.

Duties by Example:

To supervise subordinates; prepare architectural specifications and design; confer with administration and department hands concerning architectural work; supervise preparation of working drawings; write specifications; handle some correspondence; make preliminary cost estimates; prepare contracts; review shop drawings and completed construction work; perform related architectural duties as assigned.

Qualifications:

University graduation with degree in architecture; certification as Registered Architect; extensive responsible and technical experience in architectural design and construction, of which three years must have been in a supervisory capacity; good judgment; accuracy; tact; integrity; ability to deal harmoniously with others; minimum age 30.

ASSOCIATE ARCHITECT

Definition:

Under the architect to perform responsible professional duties of design and construction.

Duties by Example:

To supervise laboratory prepare architectural specifications, set design; confer with administrative and department heads concerning architectural work; supervise preparation of working drawings; write specifications; handle some correspondence; make preliminary cost estimates; prepare contracts; review shop drawings and completed construction work; publish technical architectural duties as assigned.

Qualifications:

University graduation with degree in architecture; certification as Registered Architect; extensive responsible and technical experience in architectural design and construction, of which three years must have been in a supervisory capacity; good judgment necessary; must maintain ability to deal harmoniously with others; minimum age 30.

SENIOR ARCHITECT

Definition:

Under the University Architect, to act as his representative in dealing with professional architectural and engineering firms, and similar related activities.

Duties by Example:

To serve as liaison for the work of professional architectural and engineering firms employed for specific projects; confer with administrative and academic personnel regarding such projects; check and approve designs, drawings, and expenditures; prepare and maintain budgets, prepare and approve contracts, change orders, certificates for payments, etc.; maintain a general check of project construction as it progresses; do other architectural work as assigned by the University Architect in connection with University construction programs.

Qualifications:

University graduation with degree in architecture; certification as Registered Architect; extensive responsible and technical experience in architectural design and construction, of which three years must have been in a supervisory capacity; good judgment; accuracy; tact; integrity; ability to deal harmoniously with others; minimum age 30.

COMMERCIAL ARTIST

Definition:

Under administrative supervision, to execute freehand or technical drawings to illustrate educational, vocational, and technical training aids.

Duties by Example:

To draw, in consultation with academic personnel, visual training aids for classroom use; design covers, posters, pamphlets, and bulletins for various University departments and services; make technical drawings as assigned.

Qualifications:

High school graduation; two years training in professional art school; ability to make layout and do lettering; neatness; accuracy; good physical condition; professional experience.

COMMERCIAL ARTIST

Definition:

Under supervision, to execute layouts or technical drawings in illustrative, decorative, creative, and technical problems; etc.

Duties of Commercial Artist:

To draw, in accordance with accepted practices, rough layouts, finished drawings, and lettering for advertising, publicity, and display for various industrial firms or concerns.

Qualifications:

High school graduation, and some training in professional art school; ability to draw layout and do lettering; reasonably good physical condition; professional experience.

EDITORIAL ASSISTANT

Definition:

Under supervision, to do proof reading and perform routine editorial work.

Duties by Example:

To read copy for books and manuscripts; edit manuscripts; revise and check page and press proofs; check manuscripts for style, spacing and punctuation; confer with authors on form and style; perform related duties as assigned.

Qualifications:

High school graduation; college training desirable; thorough knowledge of editorial symbols; experience in editorial and proof reading work, with newspaper experience desirable; thorough knowledge of English grammar and spelling; accuracy; tact; pleasing personality; thoroughness; minimum age 21.

SENIOR LABORATORY ASSISTANT

Definition:

Under administrative supervision, to be responsible for the efficient maintenance and operation of a scientific laboratory and to perform duties requiring a high degree of technical skill and ability.

Duties by Example:

To assist instructional and administrative staff in laboratory work; perform chemical and other technical analyses; train and supervise subordinates; requisition supplies and materials; prepare reports; prepare reagents and culture media; make dentures; perform demonstrations; give skilled assistance in conducting experiments; keep inventories; perform related duties as assigned.

Qualifications:

University graduation, with special training in the sciences; at least three years experience in scientific technics, preferably in a university laboratory; supervisory ability; tact; minimum age 23.

JUNIOR LABORATORY ASSISTANT

Definition:

Under general supervision, to perform responsible duties of a technical nature pertaining to a scientific department.

Duties by Example:

To assist instructional and administrative staff in laboratory work; assist in conducting experiments and analyses; train subordinates; prepare and care for laboratory specimens, equipment, drawings, charts, slides and models; prepare reagents and culture media; make dentures; have custody of supplies; assist in research projects; keep inventories; make minor repairs; perform related duties as assigned.

Qualifications:

High school graduation with special training in the sciences; at least two years of experience in laboratory technics; tact; minimum age 19.

JUNIOR LABORATORY ASSISTANT

ASSISTANT LABORATORY ASSISTANT

Definition:

Under immediate supervision, to perform routine duties of a technical nature pertaining to a scientific department.

Duties by Example:

To assist instructional and administrative staff in laboratory work; assist in conducting experiments and various analyses; prepare and care for laboratory specimens, equipment, drawings, charts, slides and models; prepare reagents and culture media; have custody of supplies; keep inventories; make minor repairs; perform related duties as assigned.

Qualifications:

High school graduation; dependability; dexterity as required; minimum age 18.

ASSISTANT LABORATORY ASSISTANT

PERSONNEL ASSISTANT

Definition:

Under administrative supervision, to perform specialized work requiring training and experience in personnel practices.

Duties by Example:

Assist in interviewing applicants, examining credentials, and recommending placements; assist in constructing, administering, and scoring examinations; perform employee training duties as assigned; assist in carrying on employee studies and preparing reports; perform related duties as assigned.

Qualifications:

University graduation, with training in personnel work desired; pleasing personality; ability to work with people; tact; good judgment; minimum age 21.

Definition:

Under administrative supervision, to perform specialized work requiring training and experience in personnel practices.

Duties By Example:

Assists in interviewing applicants, examining credentials, and recommending placements; assists in counseling, administering, and scoring examinations; performs employee training duties as assigned; assists in carrying on employee attitude and grievance research; performs related duties as assigned.

Qualifications:

University graduation, with training in personnel work desired; pleasing personality ability to work with people; tact; good judgment; minimum age 21.

SENIOR PRINTING ASSISTANT

Definition:

Under direction of the Superintendent of Print Shop, to perform duties involving the use of professional knowledge.

Duties by Example:

To write job tickets; prepare copy and layouts; approve press proofs; handle offset printing jobs; supervise proof room; meet and work with persons requesting service from the University Press; handle routine correspondence; perform related duties as assigned.

Qualifications:

High school graduate, college graduate preferred; extensive print shop experience; ability to typewrite; aptitude for attention to detail; good personality and ability to work with people; clerical aptitude; minimum age 25.

SENIOR SECRETARY ASSISTANT

SENIOR PURCHASING ASSISTANT

Definition:

Under supervision, to assist in making University purchases.

Duties by Example:

To secure quotations; maintain price lists and discount sheets; review quotations; contact departments regarding purchasing problems and needs; maintain commodity lists; interview salesmen as requested; supervise clerical workers; perform related duties concerning the selection of materials and their purchase as assigned.

Qualifications:

High school graduation and at least two years of college work, with college graduation desirable; three years of full-time experience in purchasing work; supervisory ability; tact; integrity; pleasing personality; minimum age 23.

SENIOR PERSONNEL REQUISITION

Duties:

Under supervision, to assist in making laboratory determinations.

Duties by Example:

To assume responsibility for laboratory work; perform routine laboratory determinations; maintain accurate records; recognize and report problems and trends; maintain necessary lists; interview applicants for employment; supervise clerical workers; perform related duties concerning the selection of materials and their purchase as assigned.

Qualifications:

High school graduation and at least two years of college work, with college graduation desirable; three years of full-time experience in purchasing work; considerable ability; tact; integrity; pleasing personality; minimum age 25.

JUNIOR PURCHASING ASSISTANT

Definition:

Under direct supervision, to perform responsible duties involved in making University purchases.

Duties by Example:

To check requisitions and purchase orders; be responsible for catalog file; assist in the securing and reviewing of quotations; assist in maintaining commodity lists, price lists, and discount sheets; contact departments regarding purchasing problems and needs; perform related duties concerning the selection of materials and their purchase as assigned.

Qualifications:

High school graduation and two years of college work, with training in business or engineering desirable; some experience in purchasing work desirable; full time experience in purchasing work may be substituted year for year for college training; good judgment; integrity; minimum age 20.

Duties Performed by Incumbent

Duties:

Under direct supervision, he performs assignments of duties involved in meeting University requirements.

Duties by Example:

To check specifications and purchase orders by responsible for ordering file; assists in the maintenance and revising of quotations; assists in maintaining accounting files, price lists, and discount charts; assists department receiving personnel as and checks performs related duties concerning the reception of materials and their purchase as required.

Qualifications:

High school graduation and two years of clerical work, with training in business or accounting desirable; some experience in purchasing desirable; full time experience in purchasing may be substituted for part of the college training; good judgment; dependability; attains age 21.

RADIO PROGRAMMER ASSISTANT

Definition:

Under the Director of the University Radio Station, to be responsible for one or more phases of radio program work in the University Radio Station. Phases may include announcing, continuity and script writing, and production.

Duties by Example:

To write radio scripts of all types, including dramatic, narrative, music, or news; rehearsal of radio programs and supervision of production of radio programs on the air; announce programs on the air.

Qualifications:

University graduate or equivalent, with emphasis upon training in radio or journalism; experience in one or more of the above duties defined; good physical condition; patience and tact; minimum age 19.

RADIO ENGINEER REQUIRED

Qualifications:

Under the Director of the University Radio Station, to be responsible for one or more phases of radio engineering duty in the University Radio Station. Engineering degree required, technical and script writing, and promotion.

Duties by Example:

To write radio scripts of all types, including dramatic, educational, music, or news; schedule of radio programs and supervision of production of radio programs on the air; announce programs on the air.

Qualifications:

University graduate or equivalent, with graduate work in radio or journalism; experience in one or more of the above duties desired; good physical condition; pleasing and manly address and appearance.

ASSISTANT TO THE BUSINESS MANAGER

Definition:

Under a Business Manager, to be responsible for routine operations in the Business Office of the colleges and divisions at the University of Illinois at locations other than Urbana-Champaign.

Duties by Example:

To supervise routine operations in the Business Office; advise departments on budget and other problems; supervise the office staff; prepare reports; handle financial matters delegated by the Business Manager; perform related duties as assigned.

Qualifications:

University graduation preferred; at least five years of experience in business work; knowledge of business procedures; personality conducive to harmonious handling of University problems; minimum age 25.

Definition:

Under a business manager, or in comparable for routine operations in the business office of the college or division or the University or facilities or locations other than Chicago.

Duties by Example:

To supervise routine operations in the business office; advise department on budget and other problems; supervise the office staff; prepare reports; handle financial matters delegated by the business manager; perform related duties as assigned.

Qualifications:

University graduation preferred; at least five years of experience in business work; knowledge of business procedures; responsibility comparable to managerial handling of University problems; minimum age 25.

ASSISTANT TO DIRECTOR OF DIVISION OF SERVICES FOR CRIPPLED CHILDREN

Definition:

Under the Director of Services for Crippled Children, to be responsible for administrative functions and to direct the personnel program of the central and district offices of the Division.

Duties by Example:

To assist with the development of a well trained and coordinated personnel staff; establish and maintain effective working relationships among all staff personnel; administer the University nonacademic personnel program including employment and civil service procedures; assist the Director and Office Manager in preparation of that part of the budget pertaining to personnel; carry out such functions as wage administration, appointments, and promotions, and rate determination; review and approve requests for vacations, terminations, leaves of absence, and disability, so as to insure correct procedures and interpretation of University policies; recruit, interview, select, and hire personnel; maintain adequate personnel records and files; work with the nonacademic personnel staff of the University in such functions as job analysis, job classification, job evaluation, and merit rating; supervise and direct the training program for all new non-professional employees; cooperate with the professional staff in the orientation of new professional workers; conduct staff training conferences for clerical workers; carry out the cooperative relationship agreement between Division of Services for Crippled Children and Division of Vocational Rehabilitation; prepare reports, planning and training manuals, and bulletins as requested; perform related duties as assigned.

Assistant to Director of Nursing
Services for Clinical Nursing

Definition:

Under the Director of Services for Clinical Nursing, to be responsible for administrative functions and to direct the personnel providing direct nursing and teaching efforts of the Division.

Duties by Example:

To assist with the development of a well trained and continually personnel staff; refining and maintaining effective nursing relationships among all staff personnel; eliminating the friction; recommended personnel programs including employment and civil service procedures; serial the Director and Office Manager in preparation of their part of the budget; participating in personnel; carry out such functions as help orientation, supervision, and inservice education; and take determination; review and approve requests for vacations, separations, leaves of absence, and flexibility, so as to insure current procedures and interpretation of University policies; interview, select, and hire personnel; maintain adequate personnel records and files; work with the Administrative Assistant of the University in such functions as job analysis, job classification, job evaluation, and merit rating; supervise and direct the training program for all non-professional employees; cooperate with the professional staff in the orientation of new professional employees; work training, maintenance for clerical workers; carry out the cooperative relationship agreement between Division of Services for Crippled Children and Bureaus of Vocational Rehabilitation; prepare reports, planning and budgeting records, and bulletins as requested; perform related duties as assigned.

ASSISTANT TO DIRECTOR OF DIVISION OF
SERVICES FOR CRIPPLED CHILDREN
(continued)

Qualifications:

University graduation, with special training in personnel or general public administration; knowledge of University personnel practices and procedures desirable; five years experience in a comprehensive personnel program, with a general knowledge of business methods, three years of which should have been in a responsible administrative capacity; experience in program planning and direction desirable; supervisory and administrative ability, including good leadership qualities; tact, integrity; cooperative attitude; ability to exercise good judgment in evaluating situations and making decisions; interest in, and ability to work cooperatively with representatives of cooperating agencies; good health; minimum age 28.

ASSISTANT TO DIRECTOR OF HOSPITAL LABORATORY

Definition:

Under administrative direction to have responsible charge of the hospital laboratory and to perform related work as required.

Duties by Example:

To direct the work of the various departments of the hospital laboratory; direct the preparation and examination of specimens; instruct assistants and technologists in their specialized work; supervise subordinates; make special investigations; make reports and recommendations; perform related duties as assigned.

Qualifications:

Graduation from a recognized college or university with science or premedical courses as a major; experience in laboratory work in an accredited hospital; familiarity with modern laboratory practice; demonstrated administrative ability; minimum age 25.

ASSISTANT TO DIRECTOR OF PHYSICAL PLANT

Definition:

Under Director of Physical Plant, to give general assistance in the administration and operation of the Physical Plant.

Duties by Example:

To supervise office staff; handle routine administrative matters for the Director, including correspondence, documents, budgets, costs of operation and maintenance data; be responsible for space assignment and arrangements for public functions and for the issuance of and record of all keys to University buildings; keep a record of all authorized drivers of University automobiles and advise faculty and staff concerning examinations and vehicle laws; approve material for bulletin boards; perform related duties as assigned.

Qualifications:

College graduation with training in business procedures; some knowledge of accounting; three years of office experience, at least two years of which must have been in a supervisory capacity; tact; integrity; good judgment and ability to deal harmoniously with students, faculty, and the general public; minimum age 26.

ASSISTANT TO DIRECTOR OF PUBLIC INFORMATION

Definition:

Under Director of Public Information, to assist in every possible way in the preparation of material for publicizing the University.

Duties by Example:

To prepare news and magazine stories, news pictures, copy for booklets, and do whatever is necessary to present the University creditably to the public.

Qualifications:

University graduate in journalism and its related fields, with master's degree preferred; at least three years of daily newspaper or press association experience; good physical condition and appearance; good personality; good judgment; patience; minimum age 25.

ASSISTANT TO DIRECTOR OF HOUSING

Definition:

Under the Director, to provide staff assistance in the administration of the University housing program, especially in matters dealing with business organization, financial planning, budgeting, and cost accounting.

Duties by Example:

To make surveys of operations; prepare standard procedure bulletins; consult with Director and employees on matters of operating detail; review budgets; prepare special reports; coordinate divisional activities; render advice on special accounting problems; act for the Director in his absence; perform related duties as required.

Qualifications:

College degree in accounting, or equivalent in specialized training; mature personality; administrative experience of a nature requiring demonstrated ability to assume responsibility and to exercise independent judgment; male.

ASSISTANT TO HEALTH OFFICER

Definition:

Under the Health Officer, to assist in the operation of the Health Service facilities.

Duties by Example:

Supervise student clerical workers; be responsible for the requisition and care of supplies and equipment; answer routine correspondence; report to departments the physical examination status of employees; test faculty and students for permission to operate University automobiles; prepare fumigation permits; prepare reports; maintain filing system; supervise observation of modified quarantine of students; check accident reports; perform related duties as assigned.

Qualifications:

College or university graduation; knowledge of hygiene and sanitation essentials; at least two years of experience in Health Service work in a college or university; training in accounting desirable; knowledge of rules and regulations of the Illinois State Department of Health; good physical health; pleasing personality; minimum age 21.

APPENDIX TO SPECIAL REPORT

ASSISTANT TO MANAGER OF ILLINI UNION

Definition:

Under the Manager, to assist in directing the operation of the Illini Union Building and its activities.

Duties by Example:

To be responsible for the operation of such Illini Union Building facilities as the information desk, bowling alleys, billiard room, guest rooms, and check rooms; be responsible for retail sales other than food service within the building; be responsible for all routine matters concerning the management of the Illini Union Building; make reservations of rooms for special functions and arrange facilities for special gatherings; supervise the work of the Union Building employees other than food service; be responsible for the operation of the building and its functions in the absence of the manager; assist the social director in arranging all programs sponsored by the Illini Union; insofar as possible, to satisfy the demands of students, faculty, alumni, and guests in the use of the Building.

Qualifications:

High school education required, university education desirable; training and extensive experience in business management or office work, two years of which should have been in a supervisory capacity; administrative ability; ability to work harmoniously with students, faculty, alumni, and University guests; tact; good judgment; good appearance; minimum age 25.

ASSISTANT TO THE MILITARY PROPERTY CUSTODIAN

Definition:

Under the Military Property Custodian, to be responsible for all government property under such rules and regulations as may be prescribed by the University in conformity with War Department Regulations.

Duties by Example:

To supervise office and supply room staff and supply procedure; to be responsible for all property, files, records and reports.

Qualifications:

High School graduate; at least five years experience, two years of which have been in the University; general office experience, supervisory and administrative ability; thorough knowledge of University business procedures.

ASSISTANT TO SOCIAL DIRECTOR

Definition:

Under administrative supervision, to be responsible to the Social Director for the social functions of the Illini Union Board, involving the supervision of volunteer student workers.

Duties by Example:

To give assistance and supervision to all student workers; counsel students; interview students for the Social Director; attend social programs and all rehearsals; act as official hostess in the Illini Union in the absence of the Social Director; substitute as committee member or speaker; give out authoritative information upon request; keep current and future calendar of all campus social events; be responsible for student record file; perform varied duties as occasion demands.

Qualifications:

University graduate; experience in teaching or personnel work; two years experience in University student activities; tolerance; tact; sense of humor; imagination; attractive appearance; well groomed.

ABSENCE OF SOCIAL CONTROL

AIRPORT ATTENDANT

Definition:

Under departmental supervision, to perform the duties incidental to the moving, parking, and servicing of aircraft.

Duties by Example:

Move aircraft in hangar; direct incoming aircraft to service pits; fuel gas tanks, clean windshields, record and collect for gas and oil sales; aid transient aircraft to tie-downs; do routine work as assigned on aircraft flight line and in guarding hangar.

Qualifications:

High school education or equivalent training; good health; dependability, integrity, tact, and aeronautical interest; minimum age 21.

EQUIPMENT ATTENDANT

Definition:

Under direction, to be responsible for the custody, issuance, and receipt of tools and equipment.

Duties by Example:

To maintain and repair gymnasium equipment and apparatus; be responsible for the custody and issuance of tools; sharpen tools; be responsible for custody and issuance of mechanical equipment and apparatus; set up and arrange equipment for class work; keep records and inventories; perform related duties as required.

Qualifications:

High school graduation; good physical condition; agility; mechanical aptitude; manual dexterity as required; minimum age 18.

FIRE STATION ATTENDANT

Definition:

Under direction, to assist in the maintenance and operation of fire fighting equipment and the combatting of fires.

Duties by Example:

To maintain fire fighting equipment; operate fire fighting equipment, including trucks, hose, ladders, extinguishers and related equipment; assist with building inspection for fire prevention; be responsible for the custodial maintenance of the fire station; combat fires; be available at scheduled periods for assigned duties; on occasion, represent the fire department at public gatherings; perform related duties as directed.

Qualifications:

Grammar school education, high school graduation preferable; thorough knowledge of fire fighting equipment; ability to handle fire fighting equipment; courage; bravery; dependability; good physical condition; agility; self-control; minimum height 5 feet 5 inches (5 feet 7 inches or taller preferred) minimum weight 135 pounds; minimum age 21.

FOUNTAIN ATTENDANT

Definition:

Under supervision to be responsible for the operation of a soda fountain.

Duties by Example:

To prepare light lunches, soft drinks and ice cream dishes; clean fountain equipment; supervise student help; replenish fountain supplies; make minor repairs; check fountain equipment; perform related duties as assigned.

Qualifications:

High school graduation; at least one year of experience as soda fountain attendant; pleasing personality; agility; ability to pass food handlers' examination; cleanliness; minimum age 18.

GARAGE ATTENDANT

Definition:

Under the garage foreman, to perform semi-skilled duties involved in automotive repair and maintenance.

Duties by Example:

To clean the garage; check automotive equipment for defects; check batteries, tires, water, oil, gasoline; oil and grease equipment; wash cars and trucks; make minor adjustments and repairs under close supervision; perform related duties as assigned.

Qualifications:

Grade school education; at least one year of full-time experience in a garage or major service station servicing and greasing automotive equipment; ability to work with others; agility; dexterity as required; minimum age 18.

GARAGE ATTENDANT

SENIOR LABORATORY ATTENDANT

Definition:

Under general supervision, to perform duties of considerable responsibility in the care and maintenance of a scientific laboratory and in the preparation and care of materials and equipment used therein.

Duties by Example:

To prepare laboratory media and solutions; sterilize equipment; assist instructional staff in laboratory research; give assistance in conducting experiments; supervise subordinates; keep inventories; have custody of supplies and equipment; do repair work; prepare reports; keep records; perform related duties as assigned.

Qualifications:

High school graduation, with special training in the sciences; at least three years' experience in general laboratory work, preferably in a university laboratory; high degree of manual and technical skill, dependability; good physical condition; minimum age 23.

Definition

Under proper supervision, to perform duties of considerable responsibility in the care and maintenance of a chemistry laboratory and in the preparation and care of materials and apparatus used therein.

Duties or Examples

To prepare laboratory media and sterilize; sterilize equipment, metal instruments, glass in laboratory ovens; give assistance in operating apparatus; operate miscellaneous laboratory instruments; do routine work; prepare reagents and solutions; do clerical work; prepare reports; keep records; perform related duties as assigned.

Qualifications

High school graduation with special training in the sciences is usual; three years' experience in general laboratory work, preferably in a university laboratory; high degree of manual and technical skill; dependability; good physical condition; age 21.

JUNIOR LABORATORY ATTENDANT

Definition:

Under supervision, but with some independence, to perform responsible duties involved in the preparation, care, and maintenance of laboratory specimens and equipment.

Duties by Example:

To prepare laboratory media and solutions; sterilize equipment; care for and maintain laboratory specimens, equipment, drawings, slides, and models; operate laboratory equipment, projectors and lanterns; fire kilns and experimental furnaces; supervise subordinates; keep inventories; have custody of supplies and equipment; do repair work; prepare reports; keep records; perform related duties as assigned.

Qualifications:

High school graduation; knowledge of general science desirable; at least two years experience in general laboratory work; manual dexterity; mechanical ability; dependability; good physical condition; minimum age 21.

Duties:

Under supervision, but with some independence, to perform responsible duties involved in the preparation, care, and maintenance of laboratory specimens and equipment.

Duties as Trained:

Prepare laboratory media and solutions; sterilize equipment; care for and maintain laboratory specimens, equipment, chemicals, glass, and metals; operate laboratory equipment, projectors and lantern; file kills and slides; maintain inventory; supervise subordinates; may instruct; have variety of duties and responsibilities; do repair work; receive reports; may receive, perform related duties as assigned.

Qualifications:

High school graduation; knowledge of general science, particularly as it applies to the general laboratory room; manual dexterity; mechanical ability; dependability; good physical condition; minimum age 21.

ASSISTANT LABORATORY ATTENDANT

Definition:

Under immediate supervision, to perform duties involved in the care and maintenance of laboratory specimens and equipment.

Duties by Example:

To prepare samples, specimens, and museum exhibits; wash and clean glassware, test tubes, and experimental apparatus; hang drawings and charts; pack and unpack equipment; do minor repair work on equipment; operate experimental furnaces; work with experimental animals; operate projectors and lanterns; keep inventories; perform related duties as assigned.

Qualifications:

Grade school graduation; manual dexterity; mechanical ability; dependability; good physical condition; minimum age 18.

Definition:

Under immediate supervision, to perform duties involved in the care and maintenance of laboratory apparatus and equipment.

Duties in Common:

To prepare samples, specimens, and reagents according to oral or written directions; to clean, sterilize and maintain apparatus, using detergents and other cleaning agents; to observe, note and report equipment, or minor repair needs; to perform routine work on equipment; operate experimental machines; work with experimental duplicating processes and laboratory test instruments; perform related duties as assigned.

Qualifications:

Good general knowledge, mental dexterity; mechanical ability; dependability; good physical condition; minimum age 18.

LOCKER ROOM ATTENDANT

Definition:

Under departmental direction, to perform locker room service.

Duties by Example:

To assign lockers to students and faculty; issue locks, towels, athletic equipment, uniforms, and supplies; keep records and inventories; handle laundry and dry-cleaning service; do minor repair work; issue keys; keep lockers and locker room in good condition; perform related duties as assigned.

Qualifications:

High school graduation; pleasing personality; agility; dependability; minimum age 18.

LOCKER ROOM ATTENDANT

Definition:

Under departmental direction, to perform locker room duties.

Duties to Examples:

To assign lockers to students and issue them locks, towels, clothing equipment, uniforms, and supplies; keep records and inventory; handle laundry and dry-cleaning service; do other regular work; issue keys; keep lockers and locker rooms in good condition; perform related duties as required.

Qualifications:

High school graduation; physical responsibility; dependability; ability to get along with others.

SUPPLY ATTENDANT

Definition:

Under direct supervision, to perform duties of a service and custodial nature involving care of supplies.

Duties by Example:

To assist in supplying departmental requests for supplies; run errands; check out equipment; clean office equipment; do minor repair work; sort and count laundry; deliver drugs and other materials as requested; perform related routine service duties as assigned.

Qualifications:

Grammar school education; agility; integrity; ability to deal harmoniously with faculty and staff; good physical condition; minimum age 18.

Definition:

Under direct supervision, to perform duties of a service and custodial nature involving care of supplies.

Duties by Example:

To assist in supplying departmental requests for supplies and material; check out equipment and count inventory; deliver mail and other materials as requested; perform related routine service duties as assigned.

Qualifications:

Greater school education equivalent to that ordinarily obtained with reasonable ability and good physical condition; minimum age 18.

TOOL ROOM ATTENDANT

Definition:

Under direction, to be responsible for receipt issuance, and custody of tools and equipment; maintenance of tools and equipment; maintenance of tool control records.

Duties by Example:

To be responsible for maintenance and repair of tools and equipment; replace or repair broken parts to keep them in safe usable condition; dress tool bits, sharpen cutting tools, remove burred heads of hammers, chisels, and other tools; remove from service tools or equipment that are defective and unsafe for use; be responsible for custody and issuance of tools and maintenance of tool room records as outlined in the Tool Control Manual; assist machinists in shop work as required; perform related duties as assigned.

Qualifications:

High school graduation preferred; good physical condition; agility; mechanical aptitude; manual dexterity; ability to maintain legible records; pleasant business-like personality conducive to dealing harmoniously with fellow employees; initiative; resourcefulness; minimum age 18.

Definition:

Under direction, to be responsible for routine inspection and custody of tools and equipment; maintenance of tool control records.

Duties by Example:

To be responsible for maintaining and repair of tools and equipment; replace or repair broken parts to keep them in safe usable condition; issue tool kits, sharpen cutting tools, records burned tools of damage, oblate, and other tools; records from service tools or equipment that are defective and unsafe for use; be responsible for custody and issuance of tools and maintenance of tool room records as outlined in the Tool Control Manual; assist machinists in shop work as required; perform related duties as assigned.

Qualifications:

High school graduation preferred; good physical condition; ability; mechanical aptitude; manual dexterity; ability to maintain legible records; pleasant business-like personality conducive to dealing harmoniously with fellow employees; intelligence; responsibility; minimum age 18.

ASSISTANT AUDITOR

Definition:

Under the Auditor, to be responsible for work requiring thorough knowledge of accounting and auditing systems.

Duties by Example:

To supervise the internal audit of the University review all audit reports; outline work; plan audit programs; recommend improvements of procedures and records; assist in the preparation of the annual internal budget of the University; prepare special reports, statistics, and statements as requested by the Auditor; supervise assistants; perform related duties as assigned.

Qualifications:

University graduation, with special training in accounting and auditing; at least four years experience in accounting or auditing, at least one year of which must have been in a university or college; supervisory ability; tact; high aptitude for clerical or figure work; minimum age 25.

ASSISTANT AUDITOR

Definition:

Under the Auditor, to be responsible for work requiring thorough knowledge of accounting and auditing systems.

Duties by Example:

To supervise the internal audit of the University; review all audit reports; audits work; plan audit programs; recommend improvements of procedure and records; assist in the preparation of the annual internal budget of the University; prepare special reports, statistics, and statements as required by the Auditor; supervise assistants; perform related duties as assigned.

Qualifications:

University graduation, with special training in accounting and auditing; at least four years experience in accounting or auditing, at least one year of which must have been in a university or college; supervisory ability; tact; high aptitude for clerical or figure work; minimum age 25.

HEAD BAKER

Definition:

To be responsible for the baking of all food produced in the Bake Shop.

Duties by Example:

To bake all sweet rolls, coffee cakes, hard and soft rolls, cakes, pies, and any other similar foods as required by the management; supervise employees of lower rank.

Qualifications:

Grade school graduation; at least five years of experience at present level; three years or more of experience as apprentice and baker's helper; considerable physical strength and manual dexterity; male; minimum age 28.

[illegible]

[illegible]

[illegible]

[illegible]

SECOND BAKER

Definition:

Under supervision, to perform the duties of Baker.

Duties by example:

To bake bread, rolls, cakes, pies, and similar food articles as directed.

Qualifications:

Grade school education; general knowledge of baking; willingness to work under direction; good physical condition; ability to pass food handler's examination. Minimum age 20.

Definition

Under supervision, to perform the duties of Baker.

Duties by example:

To bake bread, rolls, cakes, pies, and similar food products in ovens.

Qualifications:

Basic medical education; general knowledge of baking; willingness to work under disagreeable physical conditions; ability to pass food handler's examination. Minimum age 21.

BOOKBINDER

Definition:

Under the supervision of the Bookbindery Foreman, to perform skilled bookbinding work.

Duties by Example:

To operate book sewing machines; staplers; paper folders; cutters; drills; perforaters; perform manual duties of inserting, counting, reinforcing, ripping, gumming, stringing and packing of books; perform related duties as assigned.

Qualifications:

Grade school graduation; high school graduation preferable; at least three years of experience in bookbinding; dependability; good physical condition; minimum age 18.

BOOKBINDER

Definition:

Under the supervision of the Bookbindery Foreman, to perform skilled bookbinding work.

Option by Example:

To operate book sewing machines; sulphate paper foldery cutters; drills; perforators; various manual duties of binderies, counting, tabulating, slipping, gluming, stripping and packing of books; perform related duties as assigned.

Qualifications:

Grade school graduation; high school graduation preferable; at least three years of experience in bookbinding; dependability; good physical condition; minimum age 18.

BOOKBINDERY WORKER

Definition:

Under supervision, to perform routine duties involved in bookbinding.

Duties by Example:

To serve as helper on the paper folder and cutter and stapler; compress books; perform manual duties such as check binding, covering, counting, wrapping, packing, folding, inserting and stringing books; assist in delivery of books; perform general assistance in cleaning the shop; make minor machine repairs; perform related duties as directed.

Qualifications:

Grammar school graduation; high school graduation preferable; willingness to work; ability to learn quickly; good physical condition; minimum age 16.

BOOKBINDER (CLERK)

Definition:

Under supervision, to perform routine duties involved in bookbinding.

Duties By Example:

To serve as helper on the paper folder and cutter and stapler; examine books; perform manual duties such as check binding, covering, sewing, wrapping, pasting, folding, inserting and stripping books; assist in delivery of books; perform general maintenance in cleaning the shop; make minor machine repairs; perform related duties as directed.

Qualifications:

Common school graduation; high school preparation preferred; willingness to work; ability to learn quickly; good physical condition; minimum age 16.

BRACEMAKER

Definition:

Under supervision, to perform duties involved in the making of braces, orthopedic appliances and supports.

Duties by Example:

To make and fit orthopedic braces, belts and supports; take measurements; operate machine lathes and power hand tools; perform grinding, polishing, electroplating and precision blacksmith work; make models from casts; do leather work; order supplies; construct operating room instruments; perform related duties as assigned.

Qualifications:

High school graduation; special training in bracemaking; good physical condition; ability to deal pleasantly with people; minimum age 21.

ASSISTANT BRACEMAKER

Definition:

Under direction to assist in the making of orthopedic braces and appliances.

Duties by Example:

To assist in making and repairing special orthopedic braces, supports and appliances; work with leather; keep shop clean and orderly; care for machinery and equipment; perform related duties as assigned.

Qualifications:

Grade school education, high school graduation desirable; training in leather work and machine work; mechanical and manual dexterity; dependability minimum age 18.

U. OF ILL. LIB.

ASSISTANT FOREMAN

Definition:

Under direction to assist in the making of
orthopedic devices and appliances.

Duties by Degree:

To assist in making and repairing special
orthopedic braces, supports and appliances; work
with leather; keep shop clean and orderly; care
for machinery and equipment; perform related
duties as assigned.

Qualifications:

Basic manual dexterity, high school graduation
desirable; training in leather work and machine
work; mechanical and manual dexterity; dependability
minimum age 18.

ASSISTANT BURSAR

Definition:

Under the Bursar, to assist in the collection and deposit of all University receipts and in the general management of the Bursar's Office.

Duties by Example:

Under supervision of the Bursar, to direct a large office force; handle correspondence; assist in the supervision of the collection and deposit of all money due the University; supervise the preparation of records, payrolls and the issuance of checks; assist in the administration of fee collections, the handling of student loans, student organization investments, staff advances and conferences with faculty, staff, and students concerning fiscal matters; meet the public; perform related duties as assigned.

Qualifications:

University graduation with special training in business administration and accounting; four years of experience in business administration or the management of a large office staff, at least two years of which must have been in an administrative or supervisory capacity in a college or university; knowledge of methods and techniques required in the collection and accounting for money and of the statutes governing financial control in the University; ability to direct a large office force and to deal harmoniously with faculty, students, and the general public; tact; integrity; initiative and good judgment; minimum age 28.

ASSISTANT BURSAR

Definition:

Under the Bursar, to assist in the collection and deposit of all University receipts and in the general management of the Bursar's Office.

Duties by Example:

Under supervision of the Bursar, to direct a large Office force; handle correspondence; assist in the supervision of the collection and deposit of all money for the University; supervise the preparation of records, reports and the issuance of checks; assist in the distribution of fee collections, the facility of student loans, student organization investments, staff changes and correspondence with faculty, staff, and students concerning fiscal matters; meet the public; perform related duties as assigned.

Qualifications:

University graduation with special training in business administration and accounting; two years of experience in business administration or the equivalent of a large office; or lesser combination of which some time in an administrative or supervisory capacity in a college or university; knowledge of methods and techniques required in the collection and accounting for money and of the statutes governing financial control in the University; ability to direct a large office force and to deal harmoniously with faculty, students, and the general public; tact; integrity; initiative and good judgment; minimum age 30.

ASSISTANT BUSINESS MANAGER

Definition:

Under a Business Manager; to assist in the administration and operation of the Business Office and business transactions of the colleges and divisions of the University of Illinois at locations other than Urbana-Champaign.

Duties by Example:

Advise departments on budget problems; prepare schedules and statistical information for internal budgets; prepare and review accounting reports; record all changes in the master budget; review and handle correspondence; supervise the installation of accounting systems and procedures; review and approve forms; hold conferences on the recommendation of the Business Manager concerning Business Office problems; handle matters delegated to him by the Business Manager and perform related duties as assigned.

Qualifications:

University graduation, with training in accounting, finance and fiscal problems; knowlege of University or governmental accounting systems; experience in accounting work of which at least three years must have been in an administrative or supervisory capacity; supervision of staff; administrative ability; tact; personality conducive to harmonious handling of University problems; minimum age 27.

Definition:

Under a Business Manager, to assist in the administration and operation of the functions within and relations concerned of the colleges and divisions of the University of Illinois at locations other than Urbana-Champaign.

Duties or Examples:

Advise Department on budget problems; prepare schedules and statistical information for budgets; prepare and review accounting reports; assist all charges in the master budget; review and handle correspondence; supervise the installation of accounting systems and procedures; review and approve travel; hold conferences on the resolution of the Business Manager concerning financial policies; handle matters delegated to him by the business manager and perform related duties as assigned.

Qualifications:

University graduation, with training in accounting, finance and fiscal problems preferred; knowledge of University organization and policies; ability to prepare financial reports; supervisory ability; ability to establish and maintain effective relationships with staff, personnel connected with University problems; ability to [illegible].

BUTCHER

Definition:

Under departmental supervision, to be responsible for slaughtering experimental animals and the preparation of meat products for classroom and experimental purposes.

Duties by Example:

To slaughter livestock; do meat cutting; prepare meat products, purchase meat for classroom and experimental purposes; prepare meat products for sale; supervise the care and operation of the refrigerating system; perform related duties as assigned.

Qualifications:

High school graduation; extensive experience and skill as a Butcher; practical knowledge of mechanical refrigeration; initiative; supervisory ability; ability to pass food handler's examination; minimum age 25.

Definition:

Under departmental supervision, to be responsible for classroom experimental research on the preparation of meat products for classroom and experimental purposes.

Duties by Example:

To classify livestock so meat cutting prepare ment products, purchase meat for classroom and experimental purposes; prepare meat products for sale; supervise the ... and operation of the refrigerating system; perform related duties as assigned.

Qualifications:

High school graduation; extensive experience meat cutting; training in butcher; practical knowledge of mechanical refrigeration; initiative; supervisory ability; ability to plan work; execution; maximum age 25.

HEAD AIRPORT CARETAKER

Definition:

Under the direction of the Supervising Engineer, to supervise and be immediately responsible for the work of maintenance and labor employees on the building and grounds at the University Airport.

Duties by Example:

To assign and direct the work of men on maintenance and construction projects; check time cards, supervise construction, check materials, inspect work and perform related duties.

Qualifications:

Grade school education, high school graduate preferred; extensive experience in general construction and ground care; ability to handle men; good physical condition; good judgment; minimum age 30.

[illegible] ASSISTANT [illegible]

[illegible]:

[illegible]

[illegible]:

[illegible]

[illegible]:

[illegible]

HEAD ANIMAL CARETAKER

Definition:

Under supervision, to be responsible for the handling, feeding and care of experimental animals.

Duties by Example:

To supervise the work of subordinates; anesthetize and prepare animals for experimental operations, weigh and mix foods for animal diets; be responsible for supplies and equipment; give general technical assistance; maintain and perform minor repair work on equipment; perform related duties as assigned.

Qualifications:

High school graduation; at least one year of experience in care of experimental animals; thorough knowledge of care and feeding of animals; strong physique; supervisory ability; minimum age 21.

Definition:

Under supervision, to be responsible for the loading, feeding and care of experimental animals.

Duties by Example:

To supervise the work of coordinating, advertising and prepare animals for experimental operations; weigh and mix feeds for animal diets; be responsible for supplies and equipment; give general technical assistance; maintain and perform minor repair work on equipment; perform related duties as assigned.

Qualifications:

High school graduation; at least one year of experience in care of experimental animals; thorough knowledge of care and feeding of animals; strong physical; manipulative ability; minimum age 21.

ANIMAL CARETAKER

Definition:

Under direct supervision, to perform routine work involved in the handling, feeding, and care of animals used for experimental purposes.

Duties by Example:

To assist in the routine handling and feeding of animals; wash and clean cages; prepare and mix feeds care for sick animals; perform related service duties as assigned.

Qualifications:

Grade school education; experience in care of animals desirable; strong physique; dexterity and manual skill as required; willingness to work; minimum age 18.

ANIMAL CARETAKER

Definition:

Under direct supervision, to perform routine work involved in the handling, feeding, and care of animals used for experimental purposes.

Duties by Example:

To assist in the routine handling and feeding of animals; wash and clean cages; prepare and mix feeds; care for sick animals; perform related service duties as required.

Qualifications:

Grade school education; experience in care of animals desirable; strong physical; dexterity and manual skill as required; willingness to work; minimum age 18.

HEAD CASHIER

Definition:

Under supervision, to be responsible for the receipt and custody of cash receipts of the University.

Duties by Example:

To supervise the work of subordinates, and instruct them in correct procedures; supervise receipt of deposits and reports of receipts; assist cashiers with daily balances; reconcile and verify petty cash fund, deferred student fees, and other charges; be responsible for fiscal records; perform related duties as assigned.

Qualifications:

University graduation, with special training in finance or accounting desirable; at least two years experience handling cash and record work in a university or college; high clerical aptitude; accuracy; pleasing personality; honesty; ability to qualify for satisfactory bond; minimum age 24.

Definition:

Under supervision, to be responsible for the receipt and custody of cash receipts of the Bursary.

Duties by Example:

To supervise the work of subordinates, and instruct them in correct procedures; supervise receipt of deposits and reports of receipts; resolve problems with daily balances; reconcile cash variances with daily balances; reconcile fees, and other amounts in responsible for final revenue; perform related duties as assigned.

Qualifications:

University graduation, with special training in finance or accounting desirable, at least two years experience handling cash and record work in a university or college; high clerical aptitude; numerical; planning; personality; honesty; ability to qualify for satisfactory bond; minimum age 21.

CASHIER

Definition:

Under supervision, but with some independence, to have custody of cash receipts and fee payments.

Duties by Example:

To collect fees; accept payment on student accounts; issue receipts; make change; fill stamp requisitions; make bank deposits; record travel advances; list vouchers; draw petty cash checks; keep fiscal records; place coin orders with local banks; perform related duties as assigned.

Qualifications:

High school graduation, college training desirable; special training in accounting; at least one year of full-time experience handling cash; high clerical aptitude; accuracy; honesty; ability to qualify for satisfactory bond; pleasing personality; minimum age 21.

Definition:

Under supervision, but with some independence, to have custody of cash receipts and the payments.

Duties By Example:

To collect fees, accept payments on student accounts; issue receipts; make change; fill stamp requisitions; make bank deposits; record travel advances; list vouchers; type petty cash checks; keep fiscal records; plus coin orders with local banks; perform related duties as required.

Qualifications:

High school graduation, college training desirable; special training in accounting at least one year of full-time experience handling cash; high clerical aptitude; accuracy; dependability; ability to quickly type satisfactory test; pleasing personality; minimum age 21.

ASSISTANT CASHIER

Definition:

Under direction, to have custody of cash receipts and fee payments.

Duties by Example:

To collect fees; accept payments on accounts receivable; make change; cash checks and vouchers; issue receipts; make deposits; issue postal supplies; maintain express register; perform related duties as assigned.

Qualifications:

High school graduation; special training in accounting desirable; ability to handle cash with accuracy; good personality; high aptitude for figures; alertness; integrity; ability to deal with people constantly in a business-like and courteous manner; ability to qualify for satisfactory bond; minimum age 21.

ASSISTANT CASHIER

Definition:

Under direction, to have custody of cash receipts and fee payments.

Duties to Include:

To collect fees; accept payments on accounts receivable; make deposits; open, journal and post mail payments; make change; issue postal money orders; operate cash register; perform related duties as required.

Qualifications:

High school graduation; special training in accounting desirable; ability to handle math with accuracy; good penmanship; high aptitude for figures; alertness; integrity; ability to deal with people courteously in a business-like and tactful manner; ability to qualify for position bond; minimum age 21.

LAUNDRY CHECKER

Definition:

Under supervision, to perform work of sorting all articles to be laundered and checking all articles that have been laundered.

Duties by Example:

To sort all soiled linens, for colored items, wools, silks, and weigh soiled linens ready for washing operations; weigh all flatwork for ironer; check and count slips on each customer; pack delivery baskets ready for delivery; check all articles into separate units to each customer; wrap each bundle; keep records of items of each customer's bundle ready for delivery.

Qualifications:

Grammar school education; good health; ability to keep records; dependability; integrity; willingness to perform duties as directed; at least two years' laundry experience; minimum age 25.

CHEF

Definition:

Under general direction, to have charge of the preparation of food.

Duties by Example:

To receive food and check weight and quality; cut meats and other foods into serving portions; plan menu items from left-overs; arrange substitutions when foods run short; prepare requisitions for foods; supervise and assist in the preparation of food; supervise cleaning of the kitchen; supervise kitchen personnel; perform related duties as assigned.

Qualifications:

Grade school education, high school graduation desirable; four years of successful experience in the preparation and cooking of food on a large scale; broad knowledge of various foods and their preparation; ability to pass food handlers' examination; supervisory ability; good physical condition; minimum age 24.

Definition:

Under general direction, to have charge of the preparation of food.

Duties by Example:

To receive food and keep weight and quality; put meats and other foods into serving portions; plan menu items from left-overs; arrange substitutions when foods are short; prepare requisitions for food; supervise the saving of the kitchen waste for food; supervise cleaning of the kitchen equipment. Perform related duties as assigned.

Qualifications:

Good moral character, high moral principles; fair years of successful experience in the preparation and cooking of food on a large scale; special knowledge of various foods and their preparation; ability to plan food balance; satisfactory supervisory ability; good physical condition; minimum age 25.

EXECUTIVE CLERK, PRESIDENT'S OFFICE

Definition:

Under the President and Assistant to the President, to perform responsible administrative services connected with the Office of the President.

Examples of Duties:

To receive callers on official business and to arrange conferences requested with the President and the Assistant to the President; examine all incoming correspondence and classify the same for processing by appropriate members of the President's Office staff and other University officials; answer such correspondence as may be assigned to him; be responsible for the purchase of all office supplies and equipment; issue requisitions and vouchers for supplies, equipment, and services and keep records of office expenditures; be responsible for operation of general office, including supervision of temporary employees; perform related duties as assigned.

Qualifications:

High school graduation; college or university training, or in lieu thereof, a minimum of five years' experience in other university or college administrative offices; knowledge of administrative procedures and business methods; a good command of English; integrity, tact, resourcefulness, good judgment, and ability to deal harmoniously with faculty, students, and the general public; minimum age 25.

Definition:

Under the President and Assistant to the President, or persons assigned to administrative matters connected with the Office of the President.

Examples of Duties:

To receive callers on official business and to answer correspondence regarding with the President and the Assistant to the President; dictate all routine correspondence and classify the same for processing by appropriate members of the organization; draft and other University officials; answer such correspondence as may be assigned to him; be responsible for the purchase of all office supplies and equipment; issue requisitions and vouchers for supplies, equipment, and services and keep records of office expenditures; be responsible for operation of general office, including supervision of temporary employees; perform related duties as assigned.

Qualifications:

High school graduation; college or university training, or in lieu thereof, a minimum of five years' experience in office work; knowledge of clerical and business procedures; ability to operate efficiently knowledge of stenographic and business machines and business machines; good English usage, spelling, and punctuation; good judgment, and ability to deal harmoniously with faculty, students, and the general public; ability to

CHIEF CLERK

Definition:

Under departmental supervision, be responsible for the operation of a principal administrative unit of the University and for the supervision of the clerical staff in that unit.

Duties by Example:

Supervise the office staff and office procedures; approve requisitions and vouchers; handle routine correspondence; interview students, staff, and other callers; train new employees; assist in budget preparation; be responsible for records and reports; requisition supplies and equipment.

Qualifications:

High school graduation; university graduation desirable; at least five years office experience and at least two years experience in the University; thorough knowledge of University business procedures; supervisory and administrative ability; pleasing personality; minimum age 25.

CLERK CLERK

Definition:

Under general supervision, is responsible for the operation of a principal administrative unit of the University and for the supervision of the clerical staff in that unit.

Duties by Example:

Supervise the office staff and office procedures; approve requisitions and vouchers; handle routine correspondence; interview students, staff, and other callers; train new employees; assist in budget preparation; be responsible for records and report; requisition supplies and equipment.

Qualifications:

High school graduation; university graduation desirable; at least five years office experience and at least two years experience in the University; thorough knowledge of University business procedures; personality; minimum age 25.

SENIOR CLERK

Definition:

Under supervision, to be responsible for the performance of miscellaneous duties, essentially clerical, involving either the exercise of independent judgment, or supervision over a group of clerical workers of lower rank, requiring a thorough knowledge of University procedures, problems, and policies.

Duties by Example:

To be responsible for the efficient operation of a large office; give out information concerning department; answer departmental inquiries; compile data, reports and statistics; supervise and assign the work of clerical employees of lower rank in the department.

Qualifications:

High school graduation, college graduation preferred; extensive experience in general clerical work, preferably three years of which should have been in a university or college; tact; pleasing personality; supervisory ability; high clerical aptitude; poise; minimum age 21.

Definition:

Under supervision, to be responsible for the performance of clerical-office duties, especially clerical, involving either the exercise of independent judgment, or supervision over a group of clerical workers of lower rank, requiring a thorough knowledge of University procedures, problems, and policies.

Duties by Example:

To be responsible for the efficient operation of a large office; give out information concerning department; answer department telephone; receive people, reports and statistics; supervise and train the work of clerical employees of lower rank in the department.

Qualifications:

High school graduation, college graduation preferred, extensive experience in general clerical work, preferably three years of which should have been at a university or college; test; pleasing personality; supervisory ability; high clerical aptitude; under thirty age 21.

JUNIOR CLERK

Definition:

To perform, with some independence, miscellaneous duties, essentially clerical, requiring skill and experience.

Duties by Example:

To give out information concerning department; do indexing and filing; register patients; keep records; care for petty cash; check periodicals and bulletins; fill supply orders; do inventory work; compile data; operate mimeograph machine; do messenger work; perform related duties as assigned.

Qualifications:

High school graduation; one year of experience in general clerical work; two years of work in a university or college may be substituted for the required one year of experience; pleasing personality; tact; high clerical aptitude; alertness and intelligence; minimum age 18.

JUNIOR CLERK

Definition:

To perform, with some independence, routine duties, generally clerical, requiring skill and experience.

Duties Illustrative:

To give out information concerning departments; do indexing and filing; register patients; keep records; care for petty cash; check periodicals and bulletins; file supply orders; do invoicing work; compile data; operate dictographs machines; do mimeograph work; perform related duties as required.

Qualifications:

High school graduation; one year of experience in general clerical work; two years of work in a university or college may be substituted for the required one year of experience; pleasing personality; have high clerical aptitude; clearness and intelligence; minimum age 18.

ASSISTANT CLERK

Definition:

Under direct supervision, to perform routine tasks requiring a knowledge of clerical work.

Duties by Example:

To do opening, sealing and mailing of correspondence; do filing; paste labels; wrap packages; answer telephones; do inventory work; do calculations; operate mimeograph machine; assemble mimeographed material; do messenger service; perform related duties as directed.

Qualifications:

High school graduation or equivalent experience; clerical aptitude; tact; poise; pleasing personality minimum age 16.

Definition:

Under direct supervision, to perform routine tasks requiring a knowledge of electrical work.

Duties by Example:

To do cleaning, washing and waxing of terrazzo; sanitation of floors; paste labels; type memoranda; telephone; do laundry work; do calculations; operate stenographic machine; assemble stenographic material; do messenger service; perform related duties as directed.

Qualifications:

High school graduation or equivalent experience; physical ability; neat; prior cleaning personnel relations required.

SENIOR ACCOUNT CLERK

Definition:

Under administrative supervision, to be responsible for the clerical functions in accounting lines, involving the supervision of subordinates.

Duties by Example:

To keep expenditure and income accounts; calculate, check, and verify wages and salaries; check budgets; supervise workers of lower rank; make out bills and invoices; keep patients' accounts; audit accounts; classify and code expenditures and records; operate business office machines; give out authoritative information upon request; prepare financial statements; outline forms and procedures for use of clerks under supervision; perform related duties and skills as assigned.

Qualifications:

High school graduation, college training desirable; at least three years' experience in accounting work, some of which should have been in a college or university; high aptitude in bookkeeping or accounting lines; speed and accuracy with figures; supervisory ability; knowledge of typing desirable; minimum age 21.

JUNIOR ACCOUNT CLERK

Definition:

Under general supervision, but with some independence, to perform clerical work requiring skill and experience in the preparation of accounting records and statements.

Duties by Example:

To check pay rolls; balance ledgers; figure discounts; make tabulations; do general bookkeeping; make statements and reports; do filing; classify and code expenditures; operate business office machines; make inquiries for bids on purchases; do farm accounting involving keeping of labor records; file cost data; make special farm studies.

Qualifications:

High school graduation; at least one year of experience, preferably in account clerk work; high aptitude for figures; accuracy; two years of work in a university or college, with studies in accounting, may be substituted for the required one year of experience; minimum age 18.

JUNIOR ACCOUNT CLERK

Definition:

Under general supervision, but with some independence, to perform clerical work requiring skill and experience in the preparation of accounting records and statements.

Duties by Example:

To check pay rolling balance ledgers; figure discounts; make tabulations; do general bookkeeping; make statements and reports; do filing; classify and code expenditures; operate business office machines; make inventories for like or purchases; do form accounting involving knowledge of labor records; file cost data; make special form studies.

Qualifications:

High school graduation; at least one year of experience, preferably in account clerk work; high aptitude rating figures; accuracy; two years of work in a university or college, with studies in accounting, may be substituted for the required one year of experience; minimum age 18.

ASSISTANT ACCOUNT CLERK

Definition:

Under immediate supervision, to do simple routine work with accounting records and machines.

Duties by Example:

To do simple checking and posting; operate adding, bookkeeping and other office machines as required; do errands; post ledgers; make tabulations; check pay rolls; perform related clerical duties as required.

Qualifications:

High school graduation; aptitude for figures; special training in bookkeeping; high clerical aptitude; minimum age 16.

Definition:

Under immediate supervision, to do simple routine work in a manufacturing process for [illegible]

Duties or Example:

To do simple checking and packing [illegible] adding, [illegible] and other office routines as required; to operate [illegible] and related [illegible] tools for [illegible] parts; to perform [illegible] as required.

Qualifications:

High school graduation or its [illegible] equivalent; training in [illegible] high clerical [illegible]; ability to [illegible]

SENIOR FILE CLERK

Definition:

To be responsible for, and to supervise the files in a major administrative office.

Duties by Example:

To supervise the sorting, indexing, coding, inserting, and use of files; be responsible for reports, statistics and all information produced from files; sort, register, insure mail; supervise the work of assistants; perform related duties as required.

Qualifications:

High school graduation, with college graduation desirable; at least three years' experience in filing, some of which should have been in a college or university; tact; supervisory ability; minimum age 21.

Definition:

To be responsible for, and to supervise the files in a major administrative office.

Duties of Employee:

To supervise the sorting, indexing, coding, cross-indexing, and use of files; to recommend the purchase, distribution and all incidental problems connected therewith; carry reading, transcribing and other work of confidential nature relative duties as required.

Qualifications:

High school graduation, with college graduation desirable; or three years' experience in filing, some of which should have been in a college or university; thirty supervisory ability; ability to

JUNIOR FILE CLERK

Definition:

Under general supervision, to perform duties required in the upkeep of an extensive filing system.

Duties by Example:

To sort, index, code, and file correspondence, orders, requisitions, vouchers, reports, slides, cards, records and other file material; make cross references; carry out system of transfer files; be responsible for the filling of orders and mailing of bulletins, circulars, pamphlets, magazines, notices; keep records of incoming and outgoing literature and store and inventory printed matter.

Qualifications:

High school graduation; special training and experience in filing or mailing systems; at least one year of experience; two years of work in a university or college may be substituted for the required one year of experience; speed and accuracy in filing; minimum age 18.

Definition:

Under general supervision, to perform duties required in the upkeep of an automatic filing system.

Duties by Example:

To sort, index, code, and file correspondence, orders, requisitions, vouchers, reports, bills, cards, records and other file material; make cross references; carry out system of terminal files; be responsible for the filing of orders and waiting of bulletins, circulars, pamphlets, magazines, notices; keep records of incoming and outgoing literature and stock and inventory printed matter.

Qualifications:

High school graduation; special training and experience in filing or mailing systems; at least one year of experience; two years of work in a university or college may be substituted for the required one year of experience; speed and accuracy in filing; minimum age 18.

ASSISTANT FILE CLERK

Definition:

Under direct supervision, to perform routine clerical work for systematic keeping of files.

Duties by Example:

To perform routine clerical work such as sorting, withdrawing and inserting of file material; open, sort and distribute mail; wrap, address, seal and stamp mail; assist in mailing of publications; answer routine inquiries; perform related duties as assigned.

Qualifications:

High school graduation; special aptitude in filing and clerical work; pleasing personality; speed and accuracy in sorting and filing material; minimum age 16.

ASSISTANT FILE CLERK

Definition:

Under direct supervision, to perform routine clerical work for reference; keeping of files.

Duties to Include:

Performs routine clerical work as required, withdrawing and inserting of file materials; open, sort and distribute mail; type, alphabetize and mail routine materials in mailing of publications; answer routine inquiries; performs related duties as assigned.

Qualifications:

High school graduation; special aptitude in filing and clerical work; pleasing personality; speed and accuracy in sorting and filing material; minimum age 16.

CHIEF INFORMATION CLERK

Definition:

Under general supervision, to direct the hospital's information service and visitor control.

Duties by Example:

Instruct and supervise information clerks; act as information clerk when necessary; perform related duties as assigned.

Qualifications:

High school graduation; thorough knowledge of University operation and personnel; ability to meet the public and get along with others and to appreciate the problems of the ill and distressed; three years experience as an information clerk or two years experience as a clerical worker in an accredited hospital; supervisory ability; minimum age 25.

CHIEF INFORMATION CLERK

Definition:

Under general supervision, to direct the hospital's information service and visitor control.

Duties by Example:

Instruct and supervise information clerks; act as information clerk when necessary; perform related duties as assigned.

Qualifications:

High school graduation; thorough knowledge of University operation and personnel; ability to meet the public and get along with others and to appreciate the problems of the ill and distressed; three years experience as a clerical worker in an accredited hospital; supervisory ability; minimum age 25.

INFORMATION CLERK

Definition:

Under immediate supervision to handle the dispensing of information regarding patients to relatives and friends, and to direct and control visitors.

Duties by Example:

Determine eligibility of persons seeking information regarding patients; exercise judgment in giving out such information; keep necessary records on patients' condition; control admission of visitors; receive messages for patients and staff; perform related duties as assigned.

Qualifications:

High school graduation; one year's experience as a clerical worker in an accredited hospital; ability to meet the public and get along with others; appreciation of the problems of the ill and distressed; minimum age 18.

INCOMPLETE COPY

INVENTORY CLERK

Definition:

Under supervision, to be responsible for duties involved in the maintenance of a complete inventory record of University equipment.

Duties by Example:

To enter and make record of all permanent equipment purchased by the University; maintain an inventory card file; assign inventory numbers; number and mark equipment; advise departments concerning inventory procedures; adjust transfer, trade-in and discard entries of equipment; maintain classified file; make actual physical check of equipment; keep records of repair and service charges on equipment; supervise assistants; prepare reports; perform related duties as assigned.

Qualifications:

High school graduation, with university degree desirable; at least three years of experience in inventory work; thorough knowledge of filing and record work; accuracy; tact; good judgment; minimum age 21.

INVENTORY CLERK

Definition:

Under supervision, to be responsible for duties involved in the maintenance of a complete inventory record of University equipment.

Duties by Example:

To enter and make record of all permanent equipment purchased by the University; maintain an inventory card file; enter item inventory number and mark; stamp department number; code and classified file; make annual physical check of equipment; keep record of repair and service charges on equipment; supervise assistant; prepare reports; perform related duties as assigned.

Qualifications:

High school graduation, with university degree desirable; at least three years of experience in inventory work; thorough knowledge of filing and record work; accuracy; tact; good judgment; minimum age 25.

MAILING CLERK

Definition:

Under supervision, to be in direct charge of all mailing operations performed by the Mailing Center.

Duties by Example:

To operate the Mailing Center, including the upkeep of mailing lists and all processes involved in preparing all classes of mail for distribution; plan and supervise work of others; keep records necessary for the operation of the service.

Qualifications:

High school graduate; experience in the business departments of a large university, including work in mailing desirable; ability to operate and to do routine maintenance on addressing, plate cutting, and postage meter machines; minimum age 21.

Definition:

Under supervision, to be in direct charge of all
selling operations performed by the Selling Center.

Duties in Example:

To operate the Selling Center, including the
upkeep of selling list and all processes involved
in preparing all classes of mail for distribution;
plan and supervise work of others; keep records
necessary for the operation of the service.

Qualifications:

High school graduation supplemented in the business
department of a large university, including work
in selling practice; ability to operate all 6o
routine mathematics on calculating, rate quoting,
and postage meter machines; minutes one 2l.

SENIOR OPERATIONS CLERK

Definition:

Under supervision, but with some independence, to be responsible for computing operating records and reports.

Duties by Example:

To check time cards and material tickets; read meters; figure daily power plant report; check expenditures reports; itemize job orders; compute daily, monthly, and yearly operating expenditures; make charts; do filing; compute labor, material, and overhead costs; operate business machines as required; perform related duties.

Qualifications:

High school graduation, college training desirable; high aptitude for figures; special skills as required; minimum age 21.

SENIOR OPERATIONS CLERK

Definition:

Under supervision, but with some independence, to be responsible for computing operating records and reports.

Duties or Example:

To check time cards and material tickets; read meters; figure daily power plant reports; check computations received; locate job orders; compute daily, monthly, and yearly operating expenditures; make charts; do filing; compute labor, material, and overhead costs; operate business machines as required; perform related duties.

Qualifications:

High school graduation, college training desirable; high aptitude for figures; special skills as required; minimum age 21.

JUNIOR OPERATIONS CLERK

Definition:

Under direction, to assist in computing operating records and reports.

Duties by Example:

To assist in computing and recording daily, monthly, and yearly power plant operating reports; assist in computing and recording the steam, gas, and electrical consumption of all campus buildings; assist in the making of charts and graphs of operating and financial data; assist in the filing of blueprints, correspondence, operating records and other related data; perform other related duties as assigned.

Qualifications:

High school graduation; technical course with several semesters of mechanical drafting desirable; high degree of clerical aptitude and intelligence; initiative and resourcefulness; minimum age 20.

Definition:

Under direction, to assist in computing operating records and reports.

Duties Or Example:

To assist in computing and recording daily, monthly, and yearly power plant operating reports; assist in computing and reporting the steam, gas, and electrical consumption of all campus buildings; assist in the making of charts and graphs of operating and financial data; assist in the typing of blueprints, correspondence, operating records and other related data; perform other related duties as assigned.

Qualifications:

High school graduation; technical course with several semesters of mechanical drafting desirable; high degree of clerical aptitude and intelligence; initiative and resourcefulness; minimum age 20.

SENIOR PAYROLL CLERK

Definition:

Under administrative supervision, to be responsible for University payrolls.

Duties by Example:

From appointments and notices of employment for staff, and related data, to prepare and maintain payroll records; calculate withholding tax and retirement deductions and overtime compensation and incorporate into payrolls; verify completed payrolls; disburse pay checks; maintain complete files pertaining to payrolls; furnish the University Retirement System with payroll information and reports; answer questions from University staff relating to pay.

Qualifications:

High school graduation with University training desirable; at least three years' experience in clerical work, two years of which must have been in payroll work, typing ability; accuracy and aptitude in handling figures; pleasant but business-like personality, with ability to meet people; tact; thoroughness; minimum age 25.

Definition:

Under administrative supervision, to be responsible for University parking.

Duties in Example:

Type specifications and outlines of employment for staff, and original data, to prepare and maintain payroll records; calculate withholding tax and retirement deductions and overtime compensation and incorporate into payrolls; verify completed payrolls; dictate pay checks; maintain complete files pertaining to payrolls; furnish the University Retirement System with payroll information and reports; answer inquiries from University staff relating to pay.

Qualifications:

High school graduation with University training desirable; at least three years' experience in clerical work, two years of which must have been in payroll work, typing ability; knowledge and aptitude in handling figures; pleasant and aggressive personality, with ability to meet people; courteous; minimum age 25.

JUNIOR PAYROLL CLERK

Definition:

Under administrative supervision, to assist in the preparation of University payrolls and maintain payroll records.

Duties by Example:

Assist in the preparation and maintenance of payroll records; verify payrolls for accuracy; post earnings records; calculate withholding tax, retirement deductions and overtime compensation; assist in making payments in advance of payroll date; maintain files for payroll authorizations, earnings records and time cards, and other related data.

Qualifications:

High school graduation; typing ability; accuracy and aptitude in handling figures; thoroughness; tact; ability to meet people.

Definition:

Under administrative supervision, to assist in the preparation of university payroll and maintain payroll records.

Duties by Example:

Assist in the preparation and maintenance of payroll records; verify payrolls for accuracy; post earnings records; calculate withholding tax, retirement deductions and overtime compensation; assist in making payments in absence of payroll clerk; maintain files for payroll authorizations, earnings records and time cards, and other related duties.

Qualifications:

High school graduation; typing ability; accuracy and aptitude in handling figures; thoroughness; tact; ability to meet people.

RECEIVING CLERK

Definition:

Under administrative supervision, to be responsible for receipt and distribution of all incoming and outgoing University materials and equipment.

Duties by Example:

To supervise work of delivery assistants; record all receipts of University property, equipment, and material; correlate receipts with University purchase order numbers, weigh bills, and shipping tickets; be responsible for delivery of above material to proper departments; maintain petty cash fund for payment of collect shipments; prepare vouchers charging proper department for reimbursement; prepare weigh bills for outgoing shipments and return of materials.

Qualifications:

High school graduation, college training desirable; experience in University stores control or property distribution; good physical condition; accuracy; tact; supervisory ability; minimum age 21.

Definition:

Under administrative supervision, to be responsible for receipt and distribution of all incoming and outgoing University materials and equipment.

Duties by Example:

To supervise work of delivery messengers; receive all receipts of University property, equipment, and material; correlate receipts with University purchase order numbers, vendor bills, and shipping tickets; be responsible for delivery of above material to proper department; maintain petty cash fund for payment of collect shipments; prepare numerous short reports for various University purchasing procedures; prepare bills for outgoing shipments and return of materials.

Qualifications:

High school graduation, college training desirable; experience in University stores desired as property distribution; good physical condition necessary; tact; accuracy; ability; license as C1.

SENIOR RECORD CLERK

Definition:

Under administrative direction, to be responsible for registration and/or other University records.

Duties by Example:

To assist in evaluating credentials for admission, and draw up honor lists; check and evaluate graduation requirements; compile reports of a statistical nature; compile and organize personal records and files; supervise registration of students; interview students and callers; give authoritative information; perform related duties as assigned.

Qualifications:

High school graduation, college graduation desirable; at least three years of experience with records, some of which should have been in a college or university; supervisory ability; tact; ability to meet people; minimum age 21.

Definition:

Under administrative direction, to be responsible for registration and/or other University records.

Duties by Example:

To assist in evaluating credentials for admission; may serve as Senior Intake Unit evaluator; may direct registration; compile reports of a statistical nature; compile and organize personal records and files; supervise registration of students; interview students and officers; give authoritative information; perform related duties as assigned.

Qualifications:

High school graduation, college graduation desirable; at least three years of experience with records, some of which should have been in a college or university; supervisory ability; tact; ability to meet people; minimum age 21.

JUNIOR RECORD CLERK

Definition:

Under supervision, but with considerable independent judgment, to perform duties involved in keeping records.

Duties by Example:

To keep student or personnel records; make transcripts of records; check credits and admissions; record amounts; quantities and prices; keep diagnosis records; check patients' charts; make reports and compile minor statistics from records; give out information; perform related typing and clerical duties as assigned.

Qualifications:

High school graduation; special training in record keeping; at least one year of experience, preferably in a college or university; two years of college or university work may be substituted for the required one year of experience; pleasing personality; ability to meet people; minimum age 18.

Definition:

Under supervision, but with considerable independent judgment, to perform duties involved in keeping records.

Duties or Examples:

To keep student or personnel records; to type transcripts of records; check grades and submissions; record course credits; calculate and post grades; maintain records; check petitions' content; maintain confidentiality of records; give and receive information; perform related typing and clerical duties as assigned.

Qualifications:

High school graduation; special training in record keeping or typing; one year of experience; or college or university; two years of college or university; ability to meet people; minimum age 18.

ASSISTANT RECORD CLERK

Definition:

Under direct supervision, to perform simple clerical tasks involved in the keeping of records.

Duties by Example:

To record grades, stock purchases and disbursements; write fee statements; file records and charts; write admission and discharge slips; make entries, lists; perform other duties related to record keeping.

Qualifications:

High school graduation; skill and ability in record keeping; pleasing personality; minimum age 16.

ASSISTANT BOOKS CLERK

Definition:

Under direct supervision, to perform clerical tasks involved in the keeping of records.

Duties to Perform:

To record checks, check purchases and disbursements; write for statements; file receipts and checks; write collection and discharge slips; make entries, direct; perform other duties related to record keeping.

Qualifications:

High school graduation; skill and ability in record keeping; ability personally; ability to

STATISTICAL CLERK

Definition:

Under departmental supervision, to perform clerical work involving interpretation and analysis of statistical material.

Duties by Example:

To analyze reports; assemble, check, correct, and tabulate statistical data; make machine or manual calculations; interpret statistical data; perform clerical work requiring a knowledge of statistics.

Qualifications:

High school graduation, college training in statistics desirable; ability to operate calculating machine; high aptitude for figures; ability to follow directions; minimum age 18.

CHEMISTRY 1000

Definition:

Under experimental uncertainty, to perform
creative work involving interpretation and
analysis of scientific principles.

Duties to Perform:

To analyze reports; evaluate, design, interpret,
and formulate scientific data; make decisions or
render original, independent scientific judgments;
perform physical work requiring a knowledge of
chemistry.

Qualifications:

High school graduation, college training in
scientific curriculum; ability to operate
measuring machines; high aptitude for finesse;
ability to follow directions; graduate work in

STORES CLERK

Definition:

Under supervision, but with considerable independent responsibility, to perform duties relating to the receipt, care, and issuance of supplies.

Duties by Example:

To receive, shelve, inventory and dispense supplies and equipment; receive and fill requisitions and orders; care for stocks; perform related duties as assigned.

Qualifications:

High school graduation; at least two years' experience in work of stores clerk nature; good physical condition; accuracy; dependability; minimum age 20.

Qualifications:

Union supervision, but with considerable independent responsibility, to perform duties relating to the retailing, care, and issuance of supplies.

Duties by Example:

To receive, store, distribute and dispense supplies and equipment; receive and fill requisitions and orders; receive and dispatch performs related duties as assigned.

Qualifications:

High school graduation; at least two years experience in work of similar nature; good physical condition; accuracy; dependability; minimum age 21.

ASSISTANT STORES CLERK

Definition:

Under direct supervision, to do simple clerical and physical work relating to the care, issuance and dispensing of stores, supplies, and equipment.

Duties by Example:

To assist in the receiving, unpacking, and care of supplies such as chemicals, groceries, hardware, office equipment, and the like; assist in inventory of such supplies; keep records; receive and fill orders and requisitions; wrap and prepare goods for delivery; perform related duties as assigned.

Qualifications:

High school graduation; good manual dexterity; reliability; accuracy; minimum age 18.

Definition:

Under direct supervision, is to clean electrical and electronic work including to the care, insurance and disposing of wheres, supplies, and equipment.

Duties in Detail:

To assist in the receiving, unpacking, and care of supplies such as chemicals, processes, hardware, office equipment, and the like; assist in inventory of such supplies; keep records related and fill orders and requisitions; open and inspect goods for delivery; perform related duties as required.

Qualifications:

High school graduation and general dexterity; ability to accurately perform type IO.

WARD CLERK

Definition:

Under direct supervision of Nurse in charge of ward unit, to perform routine tasks requiring a knowledge of clerical work.

Duties by Example:

To keep ward records; fill out reports and requisitions; make supplies; admit patients and check patients' clothes; perform errands; answer telephone, and take and deliver messages; write letters; perform related duties as assigned.

Qualifications:

High school graduation; clerical aptitude; ability to understand and follow directions; pleasing personality; ability to get along well with others; minimum age 18.

Definition:

Under direct supervision, of three in the type of work unit, by perform routine tasks requiring a knowledge of clerical work.

Duties in Example:

To keep work records; fill out reports and requisitions; make supplies; sheet petients and check patients' clothes; perform errands; answer telephone, and take and deliver messages; write letters; perform related duties as assigned.

Qualifications:

High school graduation; clerical aptitude; ability to understand and follow directions; pleasant personality; ability to get along well with others; minimum age 18.

SUPERVISING CLERK-STENOGRAPHER

Definition:

Under administrative supervision, to be responsible for the efficient operation of a complex stenographic office organization involving at least five subordinate employees.

Duties by Example:

To be responsible for all office stenographic work; interview prospective office employees; organize the office staff; allocate work; proof-read finished work; handle the routine correspondence; perform related stenographic, clerical, and administrative duties as required.

Qualifications:

High school graduation, college graduation desirable; at least five years of experience, two years of which must have been in the University; shorthand and typing skills; ability to direct the work of subordinates; supervisory and administrative ability; minimum age 25.

SUPERVISING CLERK-STENOGRAPHER

Definition:

Under administrative supervision, to be responsible for the efficient operation of a complex stenographic office supporting an involving at least five subordinate employees.

Duties by Example:

To be responsible for all office stenographic work; interview prospective office employees; organize the office staff; allocate work; record finished work; locate lost items; correspondence; perform related stenographic, clerical, and administrative duties as may be

Qualifications:

High school graduation, college graduation preferred; at least five years of experience, two years of which must have been in the University; knowledge and typing skills; ability to direct the work of subordinates; supervisory and administrative ability; minimum age 21.

SENIOR CLERK-STENOGRAPHER

Definition:

To be responsible for the performance of difficult and responsible stenographic and clerical work involving either the exercise of independent judgment, or supervision over a group of clerical or stenographic workers of lower rank, requiring a thorough knowledge of University procedures, problems and policies.

Duties by Example:

To be responsible for the efficient operation of an office; take and transcribe difficult dictation or dictaphone records; supervise and assign the work of clerical employees of lower rank in the office; compose routine correspondence; compile reports and statistics; answer inquiries; arrange conferences, appointments and meetings; copy manuscripts and reports; perform related duties as assigned.

Qualifications:

High school graduation; college graduation preferable; superior intelligence and clerical aptitude; mastery of typing and shorthand skills; extensive experience in stenographic work, preferably three years of which should have been in a university or college; tact; supervisory ability; pleasant, but business-like, personality; poise; minimum age 21.

Definition:

To be responsible for the performance of difficult and responsible stenographic and clerical work involving either the exercise of independent judgment, or supervision over a group of clerical or stenographic workers of lower rank, requiring a thorough knowledge of University procedures, practices and policies.

Duties by Example:

To be responsible for the efficient operation of an office; take and transcribe difficult dictation or telephone records; supervise and assign the work of clerical employees of lower rank in the office; confer routine correspondence; compile reports and statistics; answer inquiries about regulations, applications and policies; copy manuscripts and records; perform related duties as assigned.

Qualifications:

High school graduation; college graduation preferable; superior intelligence and clerical aptitude; mastery of typing and shorthand ability; extensive experience in stenographic work, preferably three years of which should have been in a university or college; tact; supervisory ability; patience; see p2.

JUNIOR CLERK-STENOGRAPHER

Definition:

Under supervision, but with some exercise of judgment, to perform clerical and stenographic duties.

Duties by Example:

To take and transcribe dictation; do typing of medium difficulty; copy reports, manuscripts, records, vouchers, and tabulations; cut stencils; classify, sort, index, and file letters, records, vouchers, requisitions, and charts; be responsible for such files; receive students, faculty, and visitors; give out information as instructed; handle departmental mail; under direction, arrange appointments and meetings; perform related duties as directed.

Qualifications:

High school graduation; special training in typing, shorthand, and clerical work; at least one year of experience, preferably in a university or college; typing speed 50 net words per minute; shorthand speed 80 words per minute; high clerical aptitude; alertness and intelligence; two years of university or college may be substituted for the one year of experience; tact; poise; pleasing personality; minimum age 18.

Definition:

Under supervision, but with some exercise of judgment, to perform clerical and stenographic duties.

Duties by Example:

To take and transcribe dictation; to type at medium difficulty; copy reports, manuscripts, records, vouchers, and tabulations; cut stencils, classify, sort, index, and file letters, records, vouchers, regulations, and charts; be responsible for such files; receive visitors, identify, and give information to inquirers; perform elementary mathematical calculations; arrange appointments and meetings; perform related duties as directed.

Qualifications:

High school graduation; special training in typing, shorthand, and clerical work; at least one year of experience, preferably in a university or college; typing speed 50 net words per minute; shorthand speed 80 words per minute; high clerical aptitude; alertness and intelligence, the grade of proficiency or diploma may be substituted for the one year of experience; neat, tidy, pleasing personality; minimum age 18.

ASSISTANT CLERK-STENOGRAPHER

Definition:

Under direct supervision, to perform routine clerical, stenographic, and typing work.

Duties by Example:

To take and transcribe dictation; perform routine clerical tasks such as filing, stuffing of envelopes for mailing, typing routine matters, addressing of mail, typing non-technical material subject to review; do occasional messenger service; open, seal and deliver mail; cut stencils; answer telephones; receive callers; give out information as instructed; perform related duties as directed.

Qualifications:

High school graduation, with training in typing, shorthand, and clerical work; typing speed 45 net words per minute, shorthand speed 70 net words per minute; clerical aptitude; tact; poise; pleasing personality; minimum age 16.

ADDITIONAL CLERK-STENOGRAPHER

Definition:

Under direct supervision, to perform routine clerical, stenographic, and typing work.

Duties by Example:

To take and transcribe dictation; perform routine clerical tasks such as filing, stuffing of envelopes for mailing, typing routine matter, addressing of mail, typing non-technical material subject to review; do occasional messenger service; open, sort and deliver mail; cut stencils; answer telephone; receive callers; give out information as instructed; perform related duties as directed.

Qualifications:

High school graduation, with training in typing, shorthand, and clerical work; typing speed 50 net words per minute, shorthand speed 70 net words per minute; clerical aptitude; tact; poise; pleasing personality; minimum age 16.

SENIOR CLERK-TYPIST

Definition:

To be responsible for the performance of typing and clerical work in a major administrative office, involving the supervision of persons of lower rank.

Duties by Example:

To do typing of material dictated on dictaphone records, technical manuscripts, tabulated material, statistical material and subject-matter requiring exceptional skill and ability; supervise the work of typists and clerical workers of lower rank in the office; be responsible for files, payrolls and general office routine; arrange appointments and conferences; give out information as assigned; compose routine correspondence; receive callers; dispose of routine matters; perform related duties as assigned.

Qualifications:

High school graduation, college graduation preferable; high degree of efficiency in typewriting; high clerical aptitude; extensive clerical and typing experience, preferably three years of which should have been in a university or college; supervisory ability; pleasant, but business-like, personality; tact; poise; minimum age 21.

Definition:

To be responsible for the performance of typing and clerical work in a major secretarial office, involving the supervision of persons of lower rank.

Duties of Example:

To do typing of material dictated or dictaphone records, transcribe shorthand, tabulated material, statistical material and subject-matter requiring exceptional skill and ability; supervise the work of typists and clerical workers of lower rank in the office; be responsible for files, payrolls and general office routine; arrange appointments and conferences; give out information as required; dispose of routine matters; letters related duties as required.

Qualifications:

High school graduation; college graduation preferable; high degree of efficiency in typewriting; high clerical aptitude; extensive clerical and typing experience, particularly three years of which should have been in a position of responsibility; busy point; minimum age 21.

JUNIOR CLERK-TYPIST

Definition:

Under supervision, but with some exercise of judgment, to perform clerical and typing duties.

Duties by Example:

To do typing from notes, manuscript, records, reports, and letters; transcribe dictaphone records; cut stencils which sometimes involve technical text, tabulations, or foreign languages; sort, classify, index, insert, and withdraw file letters, records, requisitions, invoices, and subject matter; arrange appointments; receive callers; give out information as instructed; perform related duties as directed.

Qualifications:

High school graduation; special training in typing and clerical work; at least one year experience, preferably in a university or college; typing speed 50 net words per minute; high clerical aptitude; alertness and intelligence; two years of college or university work may be substituted for the required year of experience; tact; poise; pleasing personality; minimum age 18.

JUNIOR CLERK-TYPIST

Definition:

Under supervision, but with some exercise of judgment, to perform clerical and typing duties.

Duties by Example:

Is to type from notes, memoranda, reports, and letters; transcribe dictaphone records; and perform various involved technical clerical tabulations, or foreign language work, classify, index, file, and withdraw file letters, records, publications, journals, and subject matter; arrange appointments; receive callers; give out information as instructed; perform related duties as directed.

Qualifications:

High school graduation; special training in typing and clerical work; or level one year accredited college, preferably in a university or college typing speed 50 net words per minute; high clerical aptitude; alertness and intelligence; two years of college or university work may be substituted for the required year of experience; basic typing pleasing personality; minimum age 18.

ASSISTANT CLERK-TYPIST

Definition:

Under direct supervision, to perform routine clerical and typing work.

Duties by Example:

To do routine typing of letters, manuscripts, requisitions, and vouchers; address, seal and mail correspondence; cut stencils; answer telephones; receive callers; give out information as instructed; do occasional messenger service; perform related duties as directed.

Qualifications:

High school graduation, with training in typing and clerical work; typing speed 45 net words per minute; clerical aptitude; tact; poise; pleasing personality; minimum age 16.

Definition

Under direct supervision, to perform routine clerical and typing work.

Duties or Examples:

To do routine typing of letters, memorandums, requisitions, and vouchers; address envelopes; correspondence; run errands; answer telephones; receive callers; give out information as instructed; do occasional messenger service; perform related duties as directed.

Qualifications:

High school graduation, with training in typing and clerical work; typing speed 45 net words per minute; medical aptitude; good voice; pleasing personality; minimum age 16.

FIELD PHYSIOTHERAPY CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under administrative supervision to be responsible in an assigned area for the field physiotherapy service to patients served by the Division of Services for Crippled Children.

Duties by Example:

To be responsible for carrying out physiotherapy treatments as directed by physicians and surgeons; teach and interpret specific treatments to responsible individuals; give consultation services in physiotherapy; assist in promoting services of the Division throughout the state; maintain professional relationships with local physicians and other professional workers rendering related services; perform related duties as assigned.

Qualifications:

High school graduation; graduation from an accredited school of nursing, or from an approved school of physical education, or at least two years of college work; completion of an approved course in physical therapy; four years' experience in a physiotherapy department in an approved hospital rendering service to orthopedic patients, or three years' field experience in physiotherapy work in a state agency for crippled children, at least one year of which must have been in a supervisory capacity; interest in and ability to work with people; freedom to travel extensively; good health; minimum age 22.

Definition:

Under additional responsibility to be assigned in an assigned area for the Field Coordinator; carries to optimize success in the Division of Services for Crippled Children.

Duties by Example:

Is responsible for carrying out physiotherapy treatments as directed by specialists and supervises and directs specific treatments to respondable individuals; give consultation service in physiotherapy; assist in promoting services of the Division throughout the state; maintain professional relationships with local organizations and other professional workers concerning related services; performs related duties as assigned.

Qualifications:

High school graduation supplemented by an approved course of nursing, or from an approved school of physical education, or at least two years of college work; completion of an approved course in physical therapy; four years' experience in a physiotherapy department in an approved hospital, rehabilitation service or orthopedic clinic, or three years' field experience in physiotherapy work in a state agency for crippled children, at least one year of which must have been in a supervisory capacity; interest in and ability to work with people; freedom to travel extensively; good health; minimum age 25.

MEDICAL SOCIAL SERVICE CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Medical Social Service, to render medical social service consultation of expert quality to both the members of the field staff of the Division of Services for Crippled Children and to those of other agencies, both public and private.

Duties by Example:

To confer with health and welfare agencies both public and private; to give consultation on the medical social aspects of the Division's program; to study and report on the economic and social conditions of cases; to give medical social case work services to a limited number of patients (largely on a demonstration basis); to interpret to children, parents, and the agencies concerned the social implications of medical diagnosis and treatment; to arrange for the care of patients by the Division or other agencies; to work cooperatively with other professional staff members of the Division; maintain records and reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited college (approved by the North Central Association or similar accrediting body) with Bachelor's degree; completion of an approved training course in medical social work leading to Master's Degree (course to be approved by the American Association of Medical Social Workers); two years experience in a hospital

MEDICAL SOCIAL SERVICE CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Medical Social Service, to render medical social service consultation of a high quality to both the medical staff of the field staff of the Division of Services for Crippled Children and to those of other agencies, both public and private.

Duties by Example:

To confer with local and voluntary agencies both public and private; to give consultation on the medical social aspects of the Division's program; to study and report on the economic and social conditions of cases; to give medical social case work services to a limited number of patients (largely on a demonstration basis); to interpret to children, parents, and the agencies concerned the social implications of medical diagnosis and treatment; to arrange for the care of patients by the Division or other agencies; to work cooperatively with other professional staff members of the Division; maintain records and reports relative duties as required.

Qualifications:

Graduation from an accredited college (approved by the Youth Central Association or similar accrediting body) with Bachelor's degree; completion of an approved training course in medical social work leading to Master's degree (course to be approved by the American Association of Medical Social Workers); two years experience in a hospital

MEDICAL SOCIAL SERVICE CONSULTANT
(Division of Services for Crippled Children)
(Continued)

Qualifications (Continued):

or clinic, medical social service department, under the supervision of a qualified medical social worker, or one year experience under supervision in a hospital's or clinic's medical social service department, and one year experience in a public medical care program under supervision; two years experience as a consultant or a supervisor in medical social work program, preferably in a crippled children's program; interest in, and ability to work with, other people; ability to exercise good judgment in evaluating situations and in making decisions; tact; enthusiasm; minimum age 25.

Qualifications (Continued):

NURSING CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under the direction of Nursing Service Supervisor, to be responsible in an assigned area for the general public health nursing of patients for whom the Division of Services for Crippled Children has assumed treatment.

Duties by Example:

To locate crippled children and initiate plans for securing diagnostic, medical, surgical, and other rehabilitated services; be responsible for the organization and conduct of diagnostic clinics; under medical direction and supervision to be responsible for the nursing care of patients; to instruct responsible individuals or local nurses in the care of crippled children in their homes; to promote and develop the services of the Division by conferring and cooperating with the local health, welfare and other agencies; maintain case records and reports and keep these current; perform related duties as required.

Qualifications:

College graduation preferred from an accredited school of nursing; State Registration in Illinois within a year after beginning work; completion of an approved one year program of study in Public Health Nursing; advanced training in pediatric nursing is desirable; three years' experience in a generalized public health nursing agency, one of which should be in a supervisory capacity, or two years' experience in a generalized public health nursing program and two years' experience in a specialized field in an accredited hospital or convalescent home; supervisory ability; interest in and ability to work with people; ability to exercise good judgment in evaluating situations and in making decisions; good health; minimum age 25.

Definition:

Under the supervision of Nursing Service Supervisor, is to be responsible in an assigned area for the general public health nursing of patients for the Division of Services for Crippled Children and assigned territory.

Duties by Example:

To locate crippled children and initiate plans for securing diagnostic, medical, surgical, and other rehabilitated services; to be responsible for the organization and conduct of diagnostic clinics under medical direction and supervision; to be responsible for the nursing care or patients in institutes; responsible individuals or local nurses in the care of crippled children in their homes; to promote and develop the services of the Division by cooperating and cooperating with the local health, welfare and other agencies; maintain case records and reports and keep these currently; perform related duties as required.

Qualifications:

College graduation preferred from an accredited school of nursing; State Registration in Illinois within a year after beginning work; completion of an approved one year program of study in Public Health Nursing, advanced training in pediatric nursing is desirable; three years' experience in a responsible public health nursing agency, one of which should be in a supervisory capacity, or two years' experience in a generalized public health nursing program and two years' experience in a specialized field in an accredited hospital or convalescent home; supervisory ability; interest in and ability to work with people; ability to exercise good judgment in evaluating situations and in making decisions; good health; minimum age 25.

ORTHOPEDIC NURSING CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Nursing Services, to be responsible in an assigned district for the general public health nursing, orthopedic nursing, and physical therapy services to patients for whom the Division of Services for Crippled Children has assumed treatment.

Duties by Example:

To locate crippled children and initiate plans for securing diagnostic, medical, surgical and social services; be responsible for the organization and conduct of diagnostic clinics; under medical direction and supervision to render specialized orthopedic nursing care and physical therapy services; instruct responsible individuals or local nurses in the care of crippled children in their homes; promote and develop the services of the Division by conferring and cooperating with local health, welfare, and other agencies; maintain case records and reports, and keep these current; perform other related work as required.

Qualifications:

College graduation preferred from an accredited school; graduation from an accredited school of nursing; state registration in Illinois within a year after beginning work; completion of an approved one year program of study in Public Health Nursing; completion of an approved program of study in physical therapy or a completion of an approved program of study in a combined course in orthopedic nursing and physical therapy;

Definition

Under the direction of the Supervisor of Nursing Services, to be responsible in an assigned district for the general public health nursing, orthopedic nursing, and physical therapy services to patients for whom the Division of Services for Crippled Children has assumed treatment.

Duties or Examples:

To instruct crippled children and initiate plans for securing diagnostic, medical, surgical and social services to be provided, for the organization and conduct of diagnostic clinics; under medical direction and supervision to render specialized orthopedic nursing care and physical therapy services; instruct responsible individuals or local nurses in the care of crippled patients in their homes; promote and develop the services of the Division by publicizing and cooperating with local health workers, and other official, voluntary and private agencies and individuals who may have interest; perform other related work as required.

Qualifications:

College graduation preferred from an accredited school of nursing; graduation from an accredited school of nursing; state registration in Illinois; one year of post graduate work; completion of an approved course of study in physical therapy or a combination of an approved program of study in a combined course in orthopedic nursing and physical therapy;

ORTHOPEDIC NURSING CONSULTANT
(Division of Services for Crippled Children)
(Continued)

Qualifications (Continued):

internship in the specialized field desirable; advanced training in pediatric nursing desirable; course in supervision desirable; three years' experience in a generalized public health nursing agency, one of which must have been in a supervisory capacity, or two years experience in orthopedic nursing in an accredited hospital, convalescent home, or public health agency; supervisory ability; interest in and ability to work with people; ability to exercise good judgment in evaluating situations and making decisions; good health; minimum age 25.

CHECKLIST FOR NURSING CONSULTANTS
(Division of Services for Crippled Children)
(Continued)

Qualifications (Continued):

Interest in the specialized field assigned; advanced training in pediatric nursing desirable; course in supervision desirable; three years' experience in a generalized public health nursing agency, one of which must have been in a supervisory capacity, or two years experience in orthopedic nursing in an accredited hospital; correlated course work, or public health agency; supervisory ability; interest in and ability to work with people; ability to supervise good judgment in evaluating situations and making decisions; good health; minimum age 25.

SPEECH AND HEARING CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under Speech and Hearing Service Supervisor, to assist with the development and conduct of the speech and hearing rehabilitation aspects of the Division's state-wide program.

Duties by Example:

To assist the supervisor in evaluating existing facilities in speech and hearing rehabilitation, in encouraging the further development of these facilities, and in correlating the speech and hearing rehabilitation program of the Division with other facilities in the State; conduct speech and hearing clinics for diagnostic and treatment purposes throughout the State; arrange with physicians, nurses, speech correctionists, and school officials for treatment and follow-up care; render consultation services in speech and hearing rehabilitation; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in speech re-education or pathology; Master's degree from a recognized college or university in speech correction or clinical psychology, including advanced courses in the hard-of-hearing field; at least three years of experience in program planning and development of speech correction services; tact; ability to exercise good judgment in evaluating situations in making decisions; enthusiasm; interest in, and ability to work with, people; good health; freedom to travel extensively; minimum age 24.

SPEECH AND HEARING CLINIC TYPE
(Division of Services for Crippled Children)

Definition:

The Speech and Hearing Service Supervisor, to assist with the development and evaluation of the speech and hearing rehabilitation aspects of the Division's statewide program.

Duties by Example:

To assist the supervisor in evaluating existing facilities in speech and hearing rehabilitation, in encouraging the further development of these facilities, and in correlating the speech and hearing rehabilitation program of the division with other facilities in the State; conduct speech and hearing clinics for diagnostic and treatment purposes throughout the State; arrange with physicians, nurses, speech correctionists, and school officials for treatment and follow-up care; render consultation service in speech and hearing rehabilitation; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in speech re-education or pathology; Master's degree from a recognized college or university in speech correction or clinical psychology, including advanced courses in the hard-of-hearing field; or equivalent three years of experience in program planning and development of speech correction services; facility to organize good judgment in evaluating situations in making decisions; enthusiasm inherent in, and ability to work with, people; good health; freedom to travel extensively; maximum age 55.

HEAD COOK

Definition:

Under general supervision, to direct the preparation and cooking of foods.

Duties by Example:

To supervise the work of cooks and Food Service Assistants; make requisitions for food orders; assist with preparation of menus; perform related duties as assigned.

Qualifications:

Grade school education; high degree of skill and experience in large quantity cooking; ability to pass food handler's examination; supervisory ability; minimum age 25.

FOOD CODE

Definition:

Under general supervision, to attend the preparation and handling of foods.

Duties by Example:

To supervise the work of cooks and food service assistants; ensure regulations for food orders; assist with preparation of menus; perform related duties as assigned.

Qualifications:

Grade school education with degree of skill and experience to large quantity cooking; ability to pass Food Handler's examination; supervisory ability; minimum age 21.

COOK I

Definition:

Under direction, to be responsible for the cooking of foods, requiring considerable skill and discretion.

Duties by Example:

To cook meats, vegetables, pastries, and fruits in large quantities; supervise employees of lower rank; perform related duties as directed.

Qualifications:

Grade school graduation; good general knowledge of and experience in large quantity cooking; good physical condition; ability to pass food handler's examination; supervisory ability; tact; pleasing personality; minimum age 22.

COOK II

Definition:

Under direction, to cook foods as assigned.

Duties by Example:

To cook meats, vegetables, pastries, and fruits in large quantities as directed; perform related duties as assigned.

Qualifications:

Grade school graduation; good general knowledge of and experience in large quantity cooking; good physical condition; ability to pass food handler's examination; ability to work with others and under supervision; minimum age 22.

FOODS LABORATORY COOK

Definition:

Under supervision, to be responsible for the cooking of foods and for performing other related duties in a laboratory kitchen.

Duties by Example:

To prepare and cook foods of all types, to care for kitchen equipment, to keep kitchen and work area clean and orderly; to assist in directing student workers; perform related duties as directed.

Qualifications:

Grade school graduation; ability to pass food handler's examination; cleanliness; good physical condition; willingness to work with students as directed; minimum age 18.

Duties:

Under supervision, to be responsible for the cooking of foods and for performing other related duties in a laboratory kitchen.

Duties by Example:

To prepare and cook foods of all types; to care for kitchen equipment; to keep kitchen and work area clean and orderly; to assist in directing student workers; perform related duties as directed.

Qualifications:

Ample school preparation; ability to pass food handler's examination; pleasant, good physical condition; willingness to work with students as directed; minimum age 16.

COPYHOLDER

Definition:

Under direct supervision, to perform routine copyholding duties.

Duties by Example:

To arrange copy; read copy to proofreader; call out all punctuation marks; call attention to discrepancies in printed copy and original manuscript; follow through original copy word for word; assist in revising and checking proof; perform routine duties as assigned.

Qualifications:

High school graduation; special training and knowledge of English construction, grammar, and spelling; clear, well-modulated voice; ability to follow instructions; minimum age 18.

Definition

Under direct supervision, to perform routine copyholder duties.

Duties by Example:

To arrange copy read copy in proofreader; mail out all production mail; call attention to discrepancies in printed copy and original manuscript; follow through original copy used for proof; assist in typing and checking proof; perform routine duties as assigned.

Qualifications:

High school graduation; special training and knowledge of English composition, grammar, and spelling; clear, well-modulated voice; ability to follow instructions; minimum age 18.

CREAMERYMAN

Definition:

Under the Creamery Foreman, to perform work of a specialized nature required in the manufacture of dairy products.

Duties by Example:

To assemble and unassemble pipe lines to vats and churns; assemble clarifier and separator; receive, weigh, and sample milk and cream; pasteurize milk and cream; run Babcock tests; wash pasteurizers, separators, vats, and churns; scrub floors and walls; clean windows; assist with making ice cream; replace recording charts on pasteurizers; bottle milk; wash cans; perform related duties as assigned.

Qualifications:

High school graduation; one year of experience in general dairy manufactures; certification by University health officer as a food handler; good physical condition; stamina; willingness to work; minimum age 18.

CREAMERY

Definition:

Under the Creamery Formula, to perform work of a specialized nature required in the manufacture of dairy products.

Duties by Formula:

To assemble and dismantle pipe lines to vats and churns; assemble clarifier and separator; receive, weigh, and sample milk and cream; pasteurize milk and cream; run Babcock tests; wash pasteurizers, separators, vats, and churns; scrub floors and walls; clean windows; assist with making ice cream; regulate recording charts on pasteurizers; bottle milk; wash cans; perform related duties as assigned.

Qualifications:

High school graduation; one year of experience in general dairy manufacturing; certification by University Health officer as a food handler; good physical condition; presence; willingness to work; minimum age 18.

FOREST CUSTODIAN

Definition:

Under the general supervision of the Grounds Foreman, to perform all work related to the grounds maintenance and general upkeep of the University woods.

Duties by Example:

To clear fire breaks; poison trees and weeds; check erosion conditions; repair fence, gates, culverts; provide general watch service over the areas on which he is working to prevent trespass; to do grounds work on the campus at such times and seasons as presence not needed in the University woods.

Qualifications:

Grade school graduate; good physical condition; dependability; integrity; thoroughness; good judgment.

Position:

Under the general supervision of the Grounds Foreman, to perform all work related to the grounds maintenance and general upkeep of the University woods.

Duties in Example:

To clear life breaks; poison trees and weeds; check erosion conditions; repair fences, paths, culverts; provide general watch service over the areas on which he is working to prevent trespassing and assume the precautions not needed in the University woods.

Qualifications:

Grade school graduate; good physical condition; dependability; integrity; thoroughness; good judgment.

ARCHITECTURAL DESIGNER

Definition:

Under the Architect, to perform architectural design work.

Duties by Example:

To prepare preliminary sketch plans for University buildings; study group relationships and campus plans; prepare presentation drawings and perspectives; be responsible for the complete architectural design of buildings and campus features, including the preparation of scale and full-size details; direct the work of others as required; perform related duties as assigned.

Qualifications:

University graduation with degree in Architecture and two years experience in the design of major buildings; or high school graduation with at least six years experience in architectural design, detailing and rendering in several mediums; comprehensive understanding of the proper approach to the solutions of any architectural design problem; good sense of proportion, scale, form, and color; a general familiarity with problems of landscape design and some knowledge of interior decoration and furniture; general knowledge of building materials, fundamental structural and mechanical requirements, building codes, the preparation of working drawings, etc. having a bearing on building design; minimum age 25.

Definitions:

Under the Architect, to perform architectural design work.

Duties in general:

To prepare preliminary sketch plans for veterinary facilities; study group relationships and campus plans; prepare presentation drawings and perspectives; be responsible for the complete architectural design of buildings and campus features, including the preparation of working drawings; direct the work of others in the architectural portions of assigned projects.

Qualifications:

DIETITIAN

Definition:

Under administrative supervision, to be responsible for the general supervision of scientific food preparation, distribution, and service.

Duties by Example:

To plan, assist and supervise the work of assistant dietitians; supervise kitchen staff; confer with department heads concerning efficacy of special diets; give dietetic information as requested; confer with purchasing agent regarding cost and procurement of foods and equipment; confer with administrative head concerning general policy of food service; judge the quality of products upon demonstration; approve and sign requisitions and invoices for the dietary department; prepare records and reports and exercise general supervision over the dietary department; inform subordinates on trends in the field of dietetics; perform related duties as assigned.

Qualifications:

University graduation or equivalent training in dietetics, plus a twelve-month dietetic internship in a hospital whose course is approved by the American Dietetic Association; at least five years experience in the field of dietetics; thorough knowledge of dietetics, food values, and kitchen practices; cleanliness; tact; pleasing personality; good physical condition; supervisory ability; minimum age 26.

Definition:

Under administrative supervision, is responsible for the general supervision of assigned type preparation, distribution, and service.

Duties in Principle:

To plan, assign and supervise the work of assistant dietitians; supervise kitchen staff; confer with department heads concerning dietary of special diets; give dietetic instruction as required; confer with surrounding agent regarding meal arrangement of trays and equipment; confer with administrative head concerning general policy relative service; judge the quality of produce used; demonstration; supervise and plan periodicals and circulars for the dietary department; prepare records and reports and supervise general maintenance over the dietary department; perform related duties as required.

Qualifications:

University graduation or equivalent training in dietetics, plus a two-year dietetic internship in a hospital whose course is approved by the American Dietetic Association; at least five years experience in the field of dietetics; thorough knowledge of dietetics, food values, and kitchen practices; clerical ability sufficient to keep records and make reports; good physical condition; supervisory ability; initiative and judgment.

ASSISTANT DIETITIAN

Definition:

Under supervision, to be responsible for the scientific preparation of foods.

Duties by Example:

To supervise the work of the diet kitchen; plan menus; prepare foods for special diets; make requisitions; keep records; supervise kitchen staff; keep inventories; be responsible for the sanitary condition of kitchens, pantries, refrigerators and store rooms; keep informed on trends in the field of dietetics; perform related duties as assigned.

Qualifications:

University graduation or equivalent training in dietetics; thorough knowledge of dietetics, food values and kitchen practices; cleanliness; tact; pleasing personality; good physical condition; twelve-month dietetic internship in a hospital whose internship is approved by the American Dietetic Association; minimum age 21.

Definition

Under consideration, to be responsible for the scientific inspection of foods.

Duties of Chemist:

To supervise the work of the dairy chemist; make sanitary analyses from the special dairy tests; help reconcile supervise dairy chemist; keep records; supervise dairy inspectors in preparation for the dairy condition of students, particular, refrigeration and store rooms; keep informed on trends in the field of dairy; perform related duties as required.

Qualifications:

University graduation or equivalent training in dairy chemistry; thorough knowledge of dairies, food values and dietary principles; ability to keep records and prepare clear reports; good physical condition; ~~to~~ possess ability to ~~to~~ supervise ~~to~~ ~~to~~ ~~to~~

EDUCATIONAL PROGRAM DIRECTOR, RADIO STATION

Definition:

Under the Director of the University Radio Station, to be responsible for the selecting, writing, and production of educational programs over stations owned and operated by the University.

Duties by Example:

To select subject material, secure sources of information, mould into effective form, and produce educational programs such as discussions, round-tables, narrations, dramatizations and talks.

Qualifications:

University graduate, with master's degree preferred in radio, journalism, or education; at least one year's experience in educational broadcasting; experience in commercial broadcasting of one year or more desirable; good physical condition and appearance; tact and patience; minimum age 22.

PRODUCTION DIRECTOR, RADIO STATION

Definition:

Under the Director of the University Radio Station, to be responsible for the supervision and production of programs for W I L L and W I U C.

Duties by Example:

To be responsible for script review and evaluation, rehearsal, and production of programs on the air; supervise the editing of scripts; coordinate programs with policy of station and within the series presented; supervise production of special events.

Qualifications:

Graduate of recognized university, with specialization in radio or radio-journalism; graduate degree preferred, but equivalent experience will be accepted as alternative; at least two years of experience in radio programming and production desired.

ASSISTANT DIRECTOR OF CLINICS

Definition:

Under the supervision of the Director of Research and Educational Hospitals, to assist in the administration of the Outpatient Clinics and perform related work as required.

Duties by Example:

To supervise and direct the Outpatient Clinics, acting for the Director in his absence; conduct interviews; handle correspondence; cooperate with the medical staff; prepare reports; assess charges; perform related duties as assigned.

Qualifications:

Graduate of an accredited university or college, with special training in medicine or business administration, or graduation from an accredited medical school, plus two years administrative experience in a general hospital; knowledge of clinic and hospital operation; administrative proficiency; supervisory skill and ability to deal harmoniously with students, faculty, patients, and the general public.

ASSISTANT DIRECTOR OF CLINICS

Definition:

Under the supervision of the Director of Hospitals and Professional Nursing, to assist in the administration of the Outpatient Clinics and perform related work as required.

Duties by Example:

To supervise and direct the Outpatient Clinics, acting for the Director in his absence; conduct interviews; handle correspondence; cooperate with the medical staff; prepare reports; assess charges; perform related duties as assigned.

Qualifications:

Graduate of an accredited university or college, with special training in medicine or business administration, or graduation from an accredited medical school, plus two years administrative experience in a general hospital; knowledge of clinic and hospital operation; administrative practices; supervisory skill and ability to deal harmoniously with students, faculty, patients, and the general public.

DIRECTOR OF DIETARY SERVICE

Definition:

Under administrative direction, to conduct efficiently the operation of a dietary department.

Duties by Example:

To be responsible for entire food service in the Research and Educational Hospitals and allied institutions; plan and supervise the work of the Dietitians, Cooks, Food Service Assistants, and other employees; confer with department heads concerning food service; approve and sign requisitions and invoices; prepare reports and exercise general supervision over all functions of the department; requisition food supplies; be responsible for physical maintenance and repair of equipment and facilities; perform related duties as assigned.

Qualifications:

University graduation or equivalent training in dietetics, plus a twelve-month dietetic internship in a hospital whose course is approved by the American Dietetic Association; at least five years experience in a supervisory capacity; tact; pleasing personality; good physical condition; administrative ability; minimum age 30.

DIRECTOR OF DINING SERVICE

Definition:

Under administrative direction, to organize efficiently the operation of a dining department.

Duties in Brief:

To be responsible for entire food service in the General and Educational Hospitals and allied institutions; plan and supervise the work of the Dietitians, Cooks, Food Service Assistants, and other employees coming with important duties concerning food service; approve and sign requisitions and purchase orders; supervise and exercise general supervision over all functions of the department; regulate food supplies; be responsible for physical surroundings and repair of equipment and facilities; perform related duties as assigned.

Qualifications:

University graduation or equivalent including 15 credits, plus a baccalaureate degree with major in a Domestic Science course or the equivalent Dietetic Association at least five years' experience in a supervisory capacity; tact; pleasing personality; good physical condition; administrative ability; minimum age 30.

ASSISTANT DIRECTOR OF DIETARY SERVICE

Definition:

Under the direction of the Director of Dietary Service, to assist in the administration and operation of the Hospital food services.

Duties by Example:

To check for quality and quantity all foods received directly or indirectly; supervise preparation of foods for patients and personnel; be responsible for planned menus; create requisitions for food supplies, cleaning agents, linens, equipment, repairs, and maintenance; prepare time schedules for main kitchen employees; assist in handling employee personnel problems, and selection of staff additions and replacements; assist staff, if necessary, in planning time schedules for different units in the department; confer with purchasing agent regarding procurement of foods and equipment; check all dietary invoices before submitting for final approval; judge samples of foods submitted for testing; in the absence of the Director, assume duties of that position; conduct meat cost studies; perform related duties as assigned.

Qualifications:

University or college graduation, approved hospital internship; member of the American Dietetic Association; at least five years experience; administrative and supervisory ability; thorough knowledge of foods and dietetic practices; pleasing personality; good physical condition; minimum age 28.

ASSISTANT DIRECTOR OF DIETARY SERVICE

Definition:

Under the direction of the Director of Dietary Service, to assist in the administration and operation of the Dietetic Food Services.

Duties in General:

To check for quality and quantity all foods received directly or indirectly; supervise preparation of foods for patients and personnel; be responsible for proper menus; create requirements for food supplies, cleaning agents, linens, sanitation, and maintenance; prepare time schedules for work kitchen employees; assist in hospital employee personnel problems, and selection of staff additions and replacements; train staff, if necessary, in planning time schedules for different units in the department; confer with purchasing agent regarding procurement of foods and equipment; check all dietary invoices before submitting for final approval; judge samples of foods submitted for testing; in the absence of the Director, assume duties of that position; instruct work and student; perform related duties as assigned.

Qualifications:

University or college graduate, preferred hospital internship; member of the American Dietetic Association; at least five years experience; executive and supervisory ability; thorough knowledge of foods and dietetic practices; personality; good physical condition; minimum age 25.

DIRECTOR OF DIVISION OF SERVICES FOR CRIPPLED CHILDREN

Definition:

Under Vice President in Charge of the Chicago Professional Colleges, to be responsible for the planning, organization, and administration of a state-wide program rendering services to physically handicapped children.

Duties by Example:

To plan, organize, and administer the program of the Division; coordinate the work of the various services in the Division; prepare budgets; be responsible for medical social service, nursing, research, and fiscal program of the Division; be responsible for records and reports; formulate methods for improvement of the Division program; cooperate with Federal, state, and local agencies and related social services; establish and maintain cooperative arrangements with physicians and hospitals; handle correspondence; perform related duties necessary to the efficient administration of the Division.

Qualifications:

University graduation, with special training in public health and public welfare administration; extensive experience with programs for handicapped children, of which at least three years must have been in administrative capacity; at least five years' experience in specialized public health or public welfare administrative work; executive and administrative ability; integrity; tact; resourcefulness; personality conducive to harmonious handling of Division problems; minimum age 30.

DIRECTOR OF MUSIC, RADIO STATION

Definition:

To be responsible for arranging and supervising the presentation of music, live and mechanical, on stations owned and operated by the University; and for supervising musical continuity used in musical programs for the air.

Duties by Example:

To audition live and mechanical musical talent available; approve choice of talent and numbers to be used on radio programs; supervise the production of live musical programs.

Qualifications:

University graduation with a degree in music, preferably a master's degree; experience in radio broadcasting desirable, or equivalent experience in public performances; ability to play at least one solo instrument; good physical condition and appearance; tact; patience; minimum age 23.

Description:

To be responsible for arranging and supervising the presentation of music, live and recorded, in stations owned and operated by the Universal and for supervising musical continuity used in spot programs for the air.

Duties of Director:

To schedule live and recorded musical talent available; approve choice of talent and material to be used on radio programs; supervise the production of live musical programs.

Qualifications:

University graduation with a degree in music, preferably a master's degree; experience in radio broadcasting desirable, or equivalent experience in public performance; ability to play at least one main instrument; good physical condition and appearance; pleasing personality; age 25.

DIRECTOR OF NEUROPSYCHIATRIC CLINIC

Definition:

Under administrative direction, to be responsible for the operation of a Neuropsychiatric Clinic.

Duties by Example:

To be responsible for appointments and admissions of clinic and hospital patients; assist doctors; handle contacts with outside agencies; interview patients and families; be in charge of diagnostic files; handle correspondence; assign case work to medical and nursing students; select and distribute cases to clinic doctors; supervise nursing and office staff in assisting physicians and in organizing the various functions of the outpatient service.

Qualifications:

High school graduation; certification as a registered nurse, with special training and experience in working with neuropsychiatric patients; total experience in nursing not less than five years, of which at least two should have been spent in a responsible supervisory or administrative capacity; poise; tact; ability to get along with people at all levels.

DIRECTOR OF PSYCHOPHARMACOLOGIC CLINIC

Qualifications:

Duties and Functions:

Qualifications:

ASSISTANT DIRECTOR OF NONACADEMIC PERSONNEL

Definition:

Under the Director of Nonacademic Personnel, to assist in the development and administration of the nonacademic personnel program.

Duties by Example:

To assist the Director in developing and administering the program of the Office of Nonacademic Personnel; handle administration of Civil Service rules and regulations, including examinations; be responsible for job analysis, job classification, job evaluation, merit rating, and wage and budget administration; perform related duties as assigned.

Qualifications:

University graduation, with special training in personnel and related subjects; three years of experience in personnel work, preferably in a large university or Civil Service system, at least one year of which must have been in a supervisory capacity; thorough knowledge of the University personnel practices and procedures; administrative ability; tact; good judgment; integrity; ability to deal harmoniously with the general public, faculty, and staff; minimum age 28.

ASSISTANT DIRECTOR OF PERSONNEL (TRAINING)

Definition:

Under the Director of Personnel, to assist in the development and administration of the personnel training program.

Duties by Example:

Assists the Director in developing and administering the program of the Office of Personnel in Personnel, Position Classification, Civil Service rules and regulations, including examinations; the employment of civil service employees; job classification, job evaluation, merit rating, and wage and salary administration; personnel records and reports.

Qualifications:

Thorough knowledge, with special training in personnel and related subjects. Three years of experience in personnel work, preferably in a large university or civil service system, at least one year of which must have been in a supervisory capacity; thorough knowledge of the University's personnel practices and procedures; administrative ability; tact; good judgment; integrity; ability to deal successfully with the general public. Faculty, and staff; minimum age 25.

DIRECTOR OF NURSES

Definition:

Under hospital administrative direction, to be responsible for the organization, administration, and development of the nursing service, and to be responsible for the clinical experience of student nurses.

Duties by Example:

Supervise the nursing service of the hospitals; confer with nursing staff and physicians; interview applicants for positions in the nursing staff; interview and advise Nurses concerning their persona. problems; confer with the Hospital Administrator; handle correspondence; prepare budgets and reports and make recommendations; superintend Nurses' Residence; supervise Central Supply department; see that proper provisions are made for the clinical experience of student nurses.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; University nursing degree desirable; certified as registered nurse; extensive experience in nursing work, three years of which must have been in a supervisory or administrative capacity, preferably as an Assistant Director of Nurses; poise; tact; good judgment; personality conducive to dealing harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly; make decisions readily; possess the quality of leadership; qualified to take her proper place in community and nursing affairs; minimum age 30.

ASSISTANT DIRECTOR OF NURSES

Definition:

Under the direction of the Director of Nurses, to assist in the supervision and operation of the nursing service.

Duties by Example:

To relieve the Director of Nurses of administrative details; confer with supervising nurses and head nurses on ward problems, patient care, hours and duties of employees; prepare daily report of all employees and of the department; confer with Health Service; arrange relief and change of employees' time schedule; make arrangements for special nurses for patients; confer with employees regarding their work; be responsible for carrying out administrative policies of the hospitals; make inspection of wards and report findings; assist in the superintending of the Nurses' Residence and the supervision of the Central Supply department; prepare reports and make recommendations; assist in supervision of the nursing staff; act for the Director of Nurses as delegated and in the absence of the Director, assume the duties of that position; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; certificate as registered nurse; University nursing degree desirable; extensive experience in nursing work, two years of which must have been in a supervisory capacity; poise; tact; good judgment; personality conducive to dealing harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly, make decisions readily; minimum age 25.

Definition:

Under the direction of the Director of Nurses, to assist in the supervision and operation of the nursing service.

Duties in General:

To relieve the Director of Nurses of administrative details; confer with supervising nurses and head nurses on ward problems, patients' care, home and duties of employees; prepare daily reports of all employees but of the Internship; confer with Health Service; arrange relief and change of employees' time schedule; make arrangements for special nurses for patients; confer with physicians regarding their work; be responsible for carrying out administrative policies of the hospital; make inspection of wards and report findings; assist in the organization of the Nurses' Training and the supervision of the Central Supply Department; prepare reports and make recommendations; assist in supervision of the nursing staff; act for the Director of Nurses in delegated and in the absence of the Director, assume the duties of that position; perform related duties as assigned.

Qualifications:

High moral principles and character; tact and courtesy; ability to meet emergency situations calmly; make decisions readily; ability to direct and supervise nursing service; ability to plan and organize work; ability to meet and deal with others tactfully; ability to maintain harmonious relationships in nursing work; the power of which must have been in a supervisory capacity; ability to prepare reports; ability to speak and write correctly; graduate of accredited nursing school; registered nurse; Texas Department of Public Welfare - Duty Nurse or 32 or more college hours; possess desirable personality with nurses, patients, staff, and general public; ability to meet emergency situations calmly; make decisions readily; ability to [illegible]

ASSISTANT DIRECTOR OF PURCHASES

Definition:

Under the Purchasing Agent, to assist in the operation and administration of the Purchasing Office.

Duties by Example:

To interview salesmen; investigate sources of supply; prepare specifications; make recommendations on bids; supervise office staff; approve orders and requisitions; make adjustments on purchases; advise department heads concerning purchases; perform related duties as assigned.

Qualifications:

University graduation, with special training in business or engineering desirable; at least three years of experience in responsible purchasing work, one year of which must have been in a supervisory capacity; thorough knowledge of commodity sources, values, and market trends; supervisory ability; tact; integrity; good judgment and personality conducive to harmonious handling of purchasing problems; minimum age 28.

[illegible]

[illegible] Executive Agent, to assist in the operation and administration of the Secretariat Office.

[illegible] by Executive:

To interview delegates, investigate sources of supply, prepare recommendations, make reservations, confirm all requisitions, make adjustments on bills, supervise office staff, approve vouchers, advise Department heads concerning purchases, prepare budget items concerning [illegible] personnel, perform related duties as required.

Qualifications:

Extensive experience, with special training in business or engineering preferred, or [illegible] years of experience in responsible position, due [illegible] of which time have been in a supervisory capacity. Thorough knowledge of commodity sources, and current trends, supervisory ability, tact, integrity, and judgment are necessary qualifications. To determine location of [illegible] problems, [illegible] 20.

DRAFTSMAN

Definition:

Under direction, to perform free-hand or technical drawing requiring a knowledge of drafting.

Duties by Example:

To draw, revise or trace plans of buildings, maps, machines, equipment and the like; assist in drawing specifications; assist in making drawings; perform related drafting work as assigned.

Qualifications:

High school graduation; university training in drafting desirable; ability to make outline and complete drawings; experience in drafting desirable; accuracy; good physical condition; minimum age 20.

SENIOR ARCHITECTURAL DRAFTSMAN

Definition:

Under supervision, to perform architectural drafting involving a high degree of technical skill and ability.

Duties by Example:

To prepare working drawings on building construction; do scale drawings; investigate building conditions and requirements for alterations, repairs, and the like; prepare preliminary estimates; on occasion, assist in writing specifications; check construction and materials; perform related drafting duties as assigned.

Qualifications:

Special training in architecture; at least six years of experience in architectural drafting work; ability to perform highly technical drafting work; university education in architecture may be substituted year for year for experience up to a maximum of three years; ability to deal harmoniously with others; accuracy; good judgment; thoroughness; good physical condition; minimum age 25.

JUNIOR ARCHITECTURAL DRAFTSMAN

Definition:

Under direction, to perform technical duties involving skill and experience in architectural drafting.

Duties by Example:

To prepare preliminary working drawings from sketches; check shop drawings; take measurements; prepare working drawings for building operations; determine quality of construction materials for conformity to contract requirements; make preliminary estimates; on occasion, assist in design planning and detailing; make scale drawings; perform related duties as assigned.

Qualifications:

Special training in architecture; at least three years of experience in architectural drafting work; university education in architecture may be substituted year for year for experience up to a maximum of two years; ability to perform technical drafting work; accuracy; good judgment; thoroughness; good physical condition; minimum age 23.

JUNIOR ARCHITECTURAL DRAFTSMAN

Participation:

Under direction, to perform technical duties involving skill and experience in architectural drafting.

Duties by Example:

To prepare preliminary working drawings from sketches; check shop drawings; take measurements; prepare working drawings for building construction; determine quality of construction materials for conformity to required requirements; make preliminary estimates; in addition, assist in design planning and drafting; make scale drawings; perform related duties as assigned.

Qualifications:

Special training in architecture; at least three years of experience in architectural drafting work; or any combination in architecture may be substituted year for year for experience up to a maximum of two years; ability to perform technical drafting work; accuracy; good judgment; understanding good physical condition; minimum age 25.

SENIOR ENGINEERING DRAFTSMAN

Definition:

To do technical and skilled drafting and engineering drawing work in connection with layout, detailing, and assembly of drawings for use in engineering tests and projects.

Duties by Example:

To prepare working and scale drawings of mechanical, electrical, and structural alterations and equipment, of utilities and of reference maps; to assist in investigating utilities and obtaining data for drafting purposes relative thereto; to assist in obtaining field information for detailing mechanical, electrical, and structural alterations and equipment; to perform related duties as assigned.

Qualifications:

Specialized training in engineering; at least three years of experience in engineering drafting; education in engineering drafting may be substituted year for year for experience up to a maximum of two years; ability to deal harmoniously with others; accuracy; good judgment; thoroughness; good physical condition.

JUNIOR ENGINEERING DRAFTSMAN

Definition:

Under supervision, to perform engineering drafting involving skill and experience.

Duties by Example:

To prepare sketches; make drawings of graphs; prepare diagrams, and detailed working drawings; compile and list such information on limits and tolerances, strength of materials, mechanics, gearing, joints, weights and volumes, as may be required to complete projects assigned; to maintain file containing drawings, negatives, tracings, graphs, etc.

Qualifications:

High school graduation, plus two years college work in engineering, or equivalent experience; formal training in engineering drawings; minimum of two years experience in engineering work, including some work experience in drafting.

DRIVER

Definition:

To operate automobiles, trucks, or buses.

Duties by Example:

To drive automobiles, service trucks or buses; load, haul, and deliver supplies and equipment, livestock, mail, freight and express; maintain and perform minor repair work on vehicles; perform related duties as directed.

Qualifications:

Grade school education or equivalent; State driver's or chauffeur's license as required; ability to pass University driver's examination; thorough knowledge of State laws governing the operation of motor vehicles on State highways; good physical condition; skill in operating motor vehicle; alertness; dependability; minimum age 21.

ELECTRO-ACOUSTICIAN

Definition:

To be responsible for the designing, construction, and maintenance of electro-acoustic units.

Duties by Example:

To design, construct, and develop special electro-acoustic apparatus for testing, treating, and diagnosing the speech and hearing handicapped covering mental and psychological disorders; design and construct laboratory instruments capable of establishing standards of measurement for the calibration and maintenance of precision electro-acoustic equipment; conduct an efficient electro-acoustic laboratory for research; provide line-drawings, blueprints, operational techniques, contractual requirements, and procurement information pertaining to all electro-acoustic installations employed in the work of the speech and hearing clinic coordinate knowledge of electro-acoustic engineering relative to proper construction, treatment, and maintenance of classrooms, auditorium, and special test studios; re-design, modify, and maintain accuracy of electro-acoustic equipment for use in the treatment, determining the condition of and retraining of patients consisting of the following equipment: Electroencephalograph, Electronic Shock-Therapy Device, Electronic White-Noise Generator, Sound-Pressure Level Meter, Voice Pitch Indicator, Auditory Training Amplifiers, Dual-Speed Lateral, Recorders, Magnetic-Tape Recorders, Wire Recorders, Audio-Signal Generators, Dual-Speed Transcription Turntables, Audiometers, Sound Motion Picture Equipment, and Clinical Evaluators for Auditory

ELECTRO-ACQUISTICIAN
(continued)

Duties by Example: (continued)

Testing; advise and consult with others regarding the re-designing and modification of equipment now in use; provide technical advice as to the expenditure of funds; set up and maintain standards of measurements for all electro-acoustic devices as constructed or modified in this laboratory.

Qualifications:

University graduation desirable; thorough training and experience in radio and general electro-acoustic design and engineering, augmented by a knowledge of mechanics, physics, acoustics control, audiology, and current clinical practices in hearing and speech rehabilitation; thorough acquaintance with all types of electro-acoustic instruments and with the catalog of parts.

ELECTRO-MECHANICIAN
(continued)

Duties by Example: (continued)

Testing wires and circuits with ohmmeter, megohmmeter and voltmeter; repairing or replacing defective wires, connections or switches; inspecting and testing electrical equipment and machinery; keeping records and writing reports; assisting in the training of helpers.

Qualifications:

Thorough practical knowledge of the theory and operation of electrical and electronic equipment; ability to read and interpret blueprints, diagrams and engineering drawings; ability to perform mathematical computations; physical stamina required for work in confined spaces and at heights; good eyesight and color perception; ability to work independently and as a member of a team; good judgment and initiative in dealing with emergency situations; ability to establish and maintain effective working relationships with those contacted in the course of work.

AIRCRAFT MAINTENANCE ENGINEER

Definition:

Under the Director of the Institute of Aeronautics, to be responsible for the management and operations of the aircraft maintenance shop at the University Airport.

Duties by Example:

Supervision of the aircraft maintenance staff; organize aircraft maintenance and repair; maintain satisfactory stock room; be responsible for records and reports; check time cards and other records; supervise in-service-trainees; recommend appointments to shop staff.

Qualifications:

College graduate or equivalent, Civil Aeronautics Authority Aircraft and Engine ratings, Civil Aeronautics Authority private or commercial pilot rating; extensive responsible and technical experience in aircraft and engine repair; administrative ability; good judgment; accuracy; integrity; ability to deal harmoniously with staff and general public; minimum age 25.

AIRCRAFT MAINTENANCE SUPERVISOR

Definition:

Under the Director of the Institute of Aeronautics, to be responsible for the maintenance and operation of the aircraft maintenance shop of the University Airport.

Duties by Example:

Supervision of the aircraft maintenance staff; organize aircraft maintenance and repair; maintain satisfactory stock room; be responsible for records and reports; check time cards and other records; supervise in-service-training; recommend applicants to shop staff.

Qualifications:

College graduate or equivalent, Civil Aeronautics Authority Aircraft and Engine ratings, Civil Aeronautics Authority private or commercial pilot rating; extensive responsible and technical experience in aircraft and engine repair; maintain-ability to work harmoniously with staff and general public; minimum age 25.

ARCHITECTURAL ENGINEER

Definition:

Under direction, to be responsible for structural design and construction of University buildings and their alteration and repair.

Duties by Example:

To design, prepare drawings and specifications, and assist with supervision of construction for structural phases of University building construction and maintenance, including construction with steel, wood, reinforced concrete, masonry; make site surveys; prepare structural estimates; work with and direct subordinates.

Qualifications:

University graduation in civil, structural, or architectural engineering; three years of experience in structural design and supervision of construction, of which at least two years must have been in responsible charge of design; thorough knowledge of graphical statics, design of buildings, structures; knowledge of the Chicago building code as it applies to structural design; supervisory ability; thoroughness; accuracy; minimum age 26.

Description

Under direction, to be responsible for preparing, having out verification of Universal Building and Civil Division work.

Duties of Position:

To assign, prepare specifications, and specifications, and assist with supervision of construction for structural engineering of Universal Building Corporation and Affiliates, including supervision with civil, mechanical engineering, assisting with surveys, preparing structural estimates and other engineering responsibilities.

Qualifications:

University graduation in civil, structural, or architectural engineering; three years of practical engineering experience; supervision of construction, or equivalent training or combination of experience and training as may be determined; registration as engineer in the State of California; knowledge of the design, erection and maintenance of structural steel; ability to read and interpret blueprints and specifications; ability to prepare clear and concise reports; ability to work with others.

ARCHITECTURAL MECHANICAL ENGINEER

Definition:

Under administrative supervision, to be responsible for engineering work requiring training and experience in mechanical engineering.

Duties by Example:

Under direction, to design and prepare drawings and specifications and assist with supervision of construction in connection with mechanical engineering design and construction for new University buildings and alteration and remodeling of present buildings, also to advise on maintenance problems, including plumbing, heating, ventilating, air conditioning, electrical, and elevator work; supervise subordinates; determine methods and materials to be used in building construction in relation to mechanical trades; check equipment and construction for contract requirements; perform related duties as assigned; prepare mechanical estimates.

Qualifications:

University graduation with degree in mechanical engineering; extensive full-time experience in mechanical engineering, at least two years of which must have been in a supervisory capacity; thorough knowledge of building construction, mechanical equipment, workmanship, and materials; thoroughness; ability to organize, assign, and direct work; accuracy; resourcefulness; good judgment; minimum age 30.

Definition:

Under construction supervision, to be responsible for performing work involving and supervising in accordance with approved.

Duties by Example:

Under direction, do design and drawing work on specifications and assist with supervision of construction in connection with basic and highway facility and alteration for new and existing buildings and alterations and remodeling of present buildings, also to assist in performing project including planning, drafting, coordinating, electrical, and elevator work; prepare preliminary estimates and materials to be used in building construction in relation to structural forms; shows evidence and interpretation for courses of engineering; review related duties as assigned; assigns architectural assistants.

Qualifications:

Thorough knowledge with degree in architecture; technical full time experience in mechanical engineering, at least two years of which have been in a supervisory capacity; thorough knowledge of building construction, mechanical equipment, and materials; thoroughly familiar with specifications, design, and direct work; necessary responsibility and judgment; ability to.

CHIEF BUILDING OPERATING ENGINEER

Definition:

Under administrative supervision, to have immediate charge of the operation and maintenance of building mechanical equipment.

Duties by Example:

To supervise building operating engineers and assistant building operating engineers; direct and assist in the work of operating and maintaining air conditioning equipment, and building and kitchen mechanical equipment; make emergency repairs and adjustments, making self available for any special functions regardless of schedule of work week; maintain a record of work done and the costs involved in the operation of utility and mechanical services.

Qualifications:

Grade school education, high school graduation preferred; college training in mechanical or electrical engineering desirable; extensive experience in operating and maintaining air conditioning and building mechanical equipment, three years of which must have been in a supervisory capacity; a thorough knowledge of ventilating, air conditioning, heating, and refrigeration equipment; good physical condition; good personal appearance; ability to perform duties in public places with a minimum of disturbance; good judgment; tact; dependability; minimum age 30.

[illegible]

[illegible]

[illegible]

[illegible]

BUILDING OPERATING ENGINEER

Definition:

Under supervision, to operate and maintain building mechanical equipment.

Duties by Example:

To operate air conditioning equipment; read and check gauges, meters, and thermometers; maintain proper temperatures and humidity throughout building; check steam and water distribution systems; care for and clean all building mechanical equipment; check operation and report necessary repairs to building and kitchen mechanical equipment; perform related duties as requested.

Qualifications:

Grade school education; training in operating mechanical equipment; high mechanical aptitude; three years' experience in the operation and maintenance of building and kitchen mechanical equipment; good physical condition; good personal appearance; ability to perform duties in public places with a minimum of disturbance; good judgment; tact; dependability; minimum age 26.

[illegible] OPERATING SECTION

ASSISTANT BUILDING OPERATING ENGINEER

Definition:

Under direct supervision, to assist in the operation and maintenance of building mechanical equipment.

Duties by Example:

To assist in operating and maintaining air conditioning equipment, and building and kitchen mechanical equipment; help in maintaining proper building temperatures and humidity; read and check gauges, meters, and thermometers; assist in caring for and cleaning all building and kitchen mechanical equipment; perform related duties as requested.

Qualifications:

Grade school education; high mechanical aptitude; some mechanical experience; good physical condition; good personal appearance; ability to perform duties in public places with a minimum of disturbance; good judgment; tact; dependability; minimum age 22.

ASSISTANT BUILDING OPERATIONS MANAGER

Definition:

Under direct supervision, to assist in the operation and maintenance of building mechanical equipment.

Duties to Include:

To assist in operating and maintaining air conditioning equipment, and building and fixed mechanical equipment; help in maintaining proper heating temperature and humidity; keep and check gauges, meters, and thermometers; assist in cooling for and circulating oil; building and fixture mechanical equipment; perform related duties as required.

Qualifications:

Basic school education; high mechanical aptitude; some experience; good physical condition; good personal appearance; ability to perform duties in public places with a minimum of discretion; good judgment; dependability; minimum age 25.

CIVIL ENGINEER

Definition:

Under administrative supervision, to plan, develop, and supervise building construction and maintenance.

Duties by Example:

To check and verify estimates of proposed work, including maintenance, alterations, replacement, and new construction work; make preliminary construction surveys and investigations for proposed work, office, or field; supervise surveying; supervise estimates of job costs; check job costs and make cost breakdowns; consult and collaborate with the legal department and the business office in formulating deeds to property; check surveys on legal descriptions of properties; make appraisals of property; review the engineering features and legal procedure involved in local municipal improvements affecting the University; perform related duties as assigned.

Qualifications:

University graduation, with a degree in Civil Engineering; extensive full-time experience in civil engineering, at least two years of which must have been in a supervisory capacity; high school graduation; the possession of a Land Surveyor's License from the State of Illinois, and eight years of full-time experience in civil engineering will be accepted in lieu of the above qualifications; thoroughness; accuracy; integrity; good physical condition; minimum age 28.

ELECTRICAL ENGINEER

Definition:

Under administrative supervision, to plan, develop, and supervise electrical installation, maintenance, and repair.

Duties by Example:

To design high voltage power distribution, secondary building distribution systems, signal systems, transformer and switchgear vaults, secondary distribution centers, illumination and lightning protective systems; plan and direct the work of electrical foremen; supervise all electrical construction work; supervise elevator maintenance; supervise maintenance of University telephone signal systems, public address, and projection services; prepare cost estimates of electrical labor and materials; plan work programs; prepare specifications; make recommendations to departments on electrical work; formulate standards of workmanship and materials; give advice on purchase of electrical equipment; perform related duties as assigned.

Qualifications:

University graduation with degree in electrical engineering; extensive full-time experience in electrical design, installation, and maintenance, at least two years of which must have been in a supervisory capacity in design or maintenance work; thorough knowledge of electrical distribution systems, signal systems, and electrical equipment and machinery; ability to formulate high standards of workmanship and materials; thoroughness; ability to organize, assign, and direct work; accuracy; resourcefulness; good judgment; good physical condition; minimum age 30.

INDUSTRIAL ENGINEER, HOUSING CONSTRUCTION ANALYST

Definition:

Under administrative supervision, to conduct investigations pertaining to standards of efficiency in housing construction.

Duties by Example:

To plan and organize methods for conducting the investigations; direct the activities of assistants in the collection of data; organize and compile data into publishable reports demonstrating the results and conclusions of the investigations.

Qualifications:

University graduation, with special training in industrial engineering and in "time-motion" analyses; five years of experience in industrial engineering and in analysis of production methods in manufacturing and construction; knowledge of efficiency engineering; minimum age 30.

INSTRUMENT AND EFFICIENCY ENGINEER

Definition:

Under the Superintendent of Utilities, to be responsible for the most efficient operation of all power plant equipment.

Duties by Example:

To check and calibrate all instruments; supervise the maintenance of all instruments; conduct boiler, turbine, pump, fan, and dust collector efficiency tests; report and recommend needed repairs to bring equipment up to peak efficiency; give special attention to the smoke elimination problem; check temperatures of coal storage piles for hot spots; supervise and check coal sampling and test procedure; perform related duties as assigned.

Qualifications:

High school graduation, with graduation from university in Mechanical Engineering desirable; six years general power plant work in plants of 200 lbs/sq. in. or higher steam pressure, two years of which must have been in test and efficiency work; university credit in mechanical engineering may be substituted year for year for required experience; specialized education in combustion engineering may be substituted year for year for test and efficiency work required; general knowledge of power plant instruments; ability to make combustion and efficiency calculations; good health; minimum age 24.

Duties:

Under the supervision of Utilities, to be responsible for the more difficult operation of any power plant employee.

Duties in General:

To check and maintain all instruments; supervise the maintenance of all instruments; order boiler, turbine, pump, fan, and fuel oil/water efficiency tests; report and recommend needed repairs to bring equipment up to peak efficiency; give special attention to the steam distribution problems; check temperatures of soot sweeps; plan for and supervise; maintain and check coal sampling and test procedures; perform related duties as assigned.

Qualifications:

High school graduation, with graduation from university in mechanical engineering preferred; six years' power plant work in plants of 300 lbs/hr. or higher steam pressure, two years of which must have been in test and efficiency work; graduate credit in mechanical engineering may be substituted year for year for required experience; specialized education in mechanical engineering may be substituted year for year for but not efficiency work required; general knowledge of power plant instrument calibration; and basic electronic and efficiency calculations; and basic
minimum age 25.

MECHANICAL ENGINEER

Definition:

Under administrative supervision, to be responsible for engineering work requiring training and experience in mechanical engineering.

Duties by Example:

To design and estimate new construction and mechanical repair work; make inspections; check shop drawings; inspect plumbing, heating, ventilating and air conditioning systems in buildings; prepare specifications for various trades; supervise subordinates; determine methods and materials to be used in building construction in relation to mechanical trades; check equipment and construction for contract requirements; perform related duties as assigned.

Qualifications:

University graduation, with degree in mechanical engineering; extensive full-time experience in mechanical engineering, at least two years of which must have been in a supervisory capacity; thorough knowledge of building construction, mechanical equipment, workmanship, and materials; thoroughness; ability to organize, assign, and direct work; accuracy; resourcefulness; good judgment; minimum age 30.

Duties:

Under administrative supervision, is responsible for engineering work requiring drafting and exercises a moderately responsible

Duties by Examples:

To design and estimate for construction and mechanical repair work; make inspections; check drawings; inspect finishing, painting, testing and air conditioning systems in buildings; prepare specifications for various types; supervise subordinates; determine methods and materials to be used. To initiate conservation measures in relation to mechanical systems; keep equipment and maintenance for construction; maintain related duties as assigned.

Qualifications:

University graduation, with degree in mechanical engineering; extensive full-time experience in mechanical engineering, at least two years of which must have been in a supervisory capacity; thorough knowledge of building construction, mechanical equipments, materials, and methods; thorough knowledge of responsibility to organize, and direct work; accuracy; resourcefulness; good judgment; ability to age 30.

OPERATIONS ENGINEER

Definition:

Under administrative supervision, to be responsible for preparation of programs and execution of work in grounds maintenance and development, truck and car operation and maintenance, building operation, police and public function activities, and for related work as assigned.

Duties by Example:

To be responsible for periodic inspections on work performance and efficiency of operations; assist in preparation of manuals of operation and maintenance programs; supervise field lay-out and construction on grounds improvement projects; supervise greenhouse and public function preparations; survey and make recommendations for maintenance and improvement of traffic and parking facilities; prepare time study and collect information as required for budget preparation; perform related duties as assigned.

Qualifications:

University graduation, or equivalent, with specialized training in landscape architecture or in engineering; experience in management problems related to the operation and maintenance of buildings and grounds; administrative ability; resourcefulness; tact; integrity; ability to direct personnel in an agreeable manner; good physical condition; minimum age 30.

CLASSIFICATION SPECIFICATIONS

Definition:

Under administrative supervision, to be responsible for preparation of programs and execution of work in records maintenance and development, truck and car operation and maintenance, building operation, police and public function activities, and the related work as assigned.

Duties by Example:

To be responsible for periodic inspections or work performance and efficiency of operations; assist in preparation of manuals of operation and maintenance programs; supervise field lay-out and construction on records improvement projects; supervise preventive and public function preparations; survey and make recommendations for maintenance and improvement of traffic and parking facilities; prepare time study and collect information as required for budget preparation; perform related duties as assigned.

Qualifications:

University graduation, or equivalent, with specialized training in language arts/sciences or in engineering; experience in management problems relative to the operation and maintenance of buildings and grounds; administrative ability; resourcefulness; tact; integrity; ability to direct personnel in an acceptable manner; good physical condition; between age 30

OPERATIVE CRANE ENGINEER

Definition:

Operate heavy duty tractors; power cranes; air compressors; pumps; other power equipment on construction, and maintenance work.

Duties by Example:

To operate power cranes, derricks, tractors, power graders and other power equipment on construction and maintenance work; load and unload coal, sand, gravel, steel, and other heavy materials with power equipment; maintain equipment; perform minor repairs; perform related duties as directed.

Qualifications:

Grade school graduation or equivalent training and experience; thorough knowledge of crane and tractor operation; completion of full apprenticeship or training period to qualify as Journeyman Operating Engineer; at least four years of experience operating cranes, heavy duty tractors, and related power equipment; alertness; dependability; good physical condition; minimum age 25.

OPERATING CHIEF QUESTIONS

Definition:

Operate heavy duty tractors, motor cranes, air compressors, pumps, other power equipment on construction, and maintenance work.

Duties by Example:

To operate power cranes, derricks, tractors, power shovels and other power equipment on construction and maintenance work; load and unload coal, sand, gravel, steel, and other heavy materials with power equipment; maintain and repair equipment; perform minor routine repairs to keep it in operation.

Qualifications:

Must have knowledge of equivalent training and experience; thorough knowledge of crane and tractor operation; construction of belt apparatus; ability or training needed to qualify as journeyman operating Engineer; at least four years of experience operating cranes, heavy duty tractors, and related power equipment; eligibility for physical certification; minimum age 21.

PLANT OPERATING ENGINEER

Definition:

Under direction, to operate and maintain power plant equipment.

Duties by Example:

To fire boilers, start and stop turbines, feed pumps and air compressors; regulate steam flow; read meters; operate condensers; care for and clean engines, pumps, generators, ice machines, and other power plant equipment; clean the engine room equipment; operate switches; check water levels, temperatures and steam pressures; perform related duties as directed.

Qualifications:

Grade school graduation; high school graduation desirable; good physical condition; extensive experience or training in maintenance and operation of power plant equipment or a reasonable combination of both; at least one year of experience in a plant of comparable size; ability to think and act quickly in an emergency; dependability; good judgment; good physical condition; minimum age 22.

PLANT OPERATING ENGINEER

Definition:

Under direction, to operate and maintain power plant equipment.

Duties by Example:

To fire boilers, start and stop turbines, run pumps and air conditioners; regulate steam flow; read meters; operate condensers; clean fire tubes; weigh, sample, proportion, ice machines, and other power plant equipment; clean the engine room and its equipment; check water levels.
Communicate and obtain cooperation; perform related duties as directed.

Qualifications:

Ninth school graduation; high school preparation desirable; good physical condition; extensive experience or training in maintenance and operation of power plant equipment or a reasonable combination of both; at least one year of experience in a plant of comparable size; ability to think and reason quickly in an emergency; dependability; good physical condition; minimum age 21.

ASSISTANT PLANT OPERATING ENGINEER

Definition:

Under direction of a Watch Engineer or Plant Operating Engineer, to assist in the operation and maintenance of Power Plant equipment.

Duties by Example:

To assist in firing boilers; start and stop turbines; feed pumps and air compressors; regulate steam flow; read and record meter readings; operate condensers; care for and clean equipment; operate switches; check water levels, temperatures, and steam pressures; assist in and perform related duties as directed.

Qualifications:

Grade school graduation; high school graduation desirable; good physical condition; mechanical aptitude; ability to think and act quickly in an emergency; dependability; good judgment; minimum age 20.

Accident Prevention Outline

Purpose:

State objective of a safety inspector in plant operating industry, as stated in the preceding and maintenance of loss time accidents.

Duties of Operator:

It should be noted that every man step carefully, look proper and be considerate; remember first aid and report safety hazards, observe conditions, obey the safety rules, and do not indulge in horseplay.

Qualifications:

Since proper qualifications might reduce production hazards, good physical conditions, mental alertness, ability to think and act quickly is an assignment responsibility; good judgment obtains age 21.

PLANT OPERATING WATCH ENGINEER
(Galesburg)

Definition:

Under supervision of the Superintendent of Repairs and Utilities, to have immediate charge of the operation and maintenance of the Heating Plant and equipment.

Duties by Example:

To supervise plant operating Engineers, Firemen, Maintenance Mechanics, and other employees as assigned; assist and direct the work of operating, maintaining and repairing Heating Plant equipment; oversee the proper stoking of boilers and boiler water treatment and testing; be responsible for records of Heating Plant operations; perform related duties as assigned.

Qualifications:

High school graduation, college training in mechanical engineering preferred; extensive experience in a Heating Plant of comparable size with at least two years in a supervisory capacity; a thorough knowledge of Heating Plant operation and maintenance; supervisory ability; resourcefulness; dependability; good judgment; good physical condition; ability to deal harmoniously with employees; minimum age 30.

PLANT OPERATING ENGINEER
(Boilers)

Definition:

Under supervision of the Superintendent of Repairs and Utilities, to have immediate charge of the operation and maintenance of the Heating Plant and equipment.

Duties in Examples:

To supervise plant operating engineers, firemen, maintenance mechanics, and other employees as assigned; assign and direct the work of operating, maintaining and repairing Heating Plant equipment; oversee the proper stoking of boilers and boiler water treatment and testing; be responsible for records of heating Plant operations; prepare related duties as assigned.

Qualifications:

High school graduation, college training in engineering preferred; extensive experience in a Heating Plant of comparable size with at least two years in a supervisory capacity; a thorough knowledge of Heating Plant operation and maintenance; supervisory ability; resourcefulness; dependability; good judgment; good physical condition; ability to deal harmoniously with employees; license as [illegible].

POWER PLANT MECHANICAL ENGINEER

Definition:

Under the Superintendent of Utilities, to have immediate charge of and be responsible for the operation and maintenance of the Power Plant, distribution systems and equipment related thereto; the collection and analysis of statistical data required to design and develop alterations to and expansion of said plant and equipment.

Duties by Example:

To supervise and direct all personnel in the operation and maintenance of the power plant, distribution systems and related equipment as assigned; be responsible for the efficient and reliable operation of the plant, the establishment of standards of operation, preventive maintenance programs and the instruction and training of personnel in order to maintain those standards; make acceptance and performance tests on fuel, materials, and equipment to insure they comply with specifications; collect and analyze statistical data and prepare recommendations for alterations to or expansion of plant and equipment to meet the demands of the University; to work efficiently and harmoniously with the staff and consulting engineers employed by the University in the development of plans and specifications for selection of new equipment and/or alterations to or expansion of present plant; be responsible for collection of statistical data and preparation of power plant operation records; perform related duties as assigned.

POWER PLANT INSTRUCTION CONFERENCE

Definition:

Under the Department of Utilities, to have immediate charge of and be responsible for the operation and maintenance of the Power Plant, distribution systems and equipment related thereto; the collection and analysis of statistical data required to design and develop alterations to and expansion of said plant and equipment.

Duties by Example:

To supervise and direct all personnel in the operation and maintenance of the power plant, distribution systems and related equipment as assigned; be responsible for the efficient and reliable operation of the plant, the establishment of standards of operation, preventive maintenance programs and the instruction and training of personnel in order to maintain those standards; make accurate and performance tests on fuel, materials and equipment to insure they comply with specifications; collect and analyze statistical data and prepare recommendations for alterations to or expansion of plant and equipment to meet the demands of the University; to work effectively and harmoniously with the staff and consulting engineers employed by the University in the development of plans and specifications for selection of new equipment and/or alterations to or expansion of present plant; be responsible for collection of statistical data and preparation of power plant operation reports; perform related duties as assigned.

POWER PLANT MECHANICAL ENGINEER
(Continued)

Qualifications:

Technical and practical training and experience; college graduate in mechanical or electrical engineering preferred; administrative training, experience, and ability to coordinate and direct the operation of the power plant, distribution systems, and related equipment; thorough knowledge of power plant design, operation, and maintenance; resourcefulness; dependability; loyalty to University policies and objectives; good judgment; good physical condition; ability to work harmoniously with both academic and nonacademic staff of the University; minimum age 25.

CHIEF RADIO ENGINEER

Definition:

Under the Director of the University Radio Station, to be responsible for the technical maintenance, operation, and efficiency of the University Radio Station.

Duties by Example:

To be responsible for the technical maintenance and operation of the radio station; train student operators and engineers; supervise the development, testing, and construction of new equipment; repair of breakdowns; set up remote broadcast units; carry on technical radio research; be responsible for requisitioning supplies and equipment; supervise recording service; perform related duties as assigned.

Qualifications:

University graduation, with a degree in radio or electrical engineering; extensive responsible experience in radio engineering; complete knowledge of Federal and State communication regulations; good physicial condition; patience; high technical aptitude; minimum age 24.

ASSISTANT RADIO ENGINEER

Definition:

Under the Chief Radio Engineer, to operate a radio transmitter, serve as studio control operator, and repair and check radio equipment.

Duties by Example:

To serve as operator of the transmitter; observe operations to assure that equipment is working at maximum efficiency and in accordance with Federal Communications Commission rules and regulations; serve as control operator in the studios; switch programs; check programs; play recordings; monitor all programs on the air; repair and check various pieces of equipment used in the origination and transmission of programs; perform related duties as assigned.

Qualifications:

High school graduation; at least two years of satisfactory academic work in a university or college; Federal Radio Operator's license suitable for operation of Station WILL; at least two years of radio experience; alertness; pleasing personality; tact; good health; minimum age 18.

Duties:

Under the Chief Radio Engineer, to operate a radio transmitter, serve as studio control operator; and repair and check radio equipment.

Duties by Example:

To serve as operator of the transmitter; observe operations to assure that equipment is working at maximum efficiency and in accordance with Federal Communications Commission rules and regulations; serve as control operator in the studios; switch programs; check equipment; plot recordings; monitor all programs on the air; repair and check various pieces of equipment used in the originating and transmission of programs; perform related duties as assigned.

Qualifications:

High school graduation or its equivalent plus one year of satisfactory coursework in a university or college; Federal Radio Operator's license or its equivalent; one year of the operation of equipment at least two years of radio experience; pleasing personality; good posture; minimum age 18.

STRUCTURAL ENGINEER

Definition:

Under administrative supervision, to be responsible for the structural condition of buildings and the inspection of all plant repair and maintenance work.

Duties by Example:

To inspect the structural condition of buildings, and prevent overloading of floors; design and review structural design on new construction repairs, and changes in buildings; inspect all repair and maintenance work; make reports; make structural surveys; confer on development problems; prepare estimates; perform related duties as assigned.

Qualifications:

University graduation in civil, structural, or architectural engineering; five years of experience in structural design and supervision of construction, of which at least two years must have been in responsible charge of design; thorough knowledge of graphical statics, design of buildings, structures; knowledge of the Chicago building code as it applies to structural design; supervisory ability; thoroughness; accuracy; minimum age 30.

Definition:

Under administrative supervision, to be responsible for the structural condition of buildings and the inspection of all plant repair and maintenance work.

Duties or Examples:

To inspect the structural condition of buildings, and prevent overloading of floors; design new reinforced inside or new construction repairs, and changes in buildings; inspect all repair and maintenance work; make structural engineering studies on development problems; prepare estimates; perform related duties as assigned.

Qualifications:

University graduation in civil, structural, or architectural engineering; five years of experience in structural design and supervision of construction, of which at least two years must have been in responsible charge of design; thorough knowledge of practical statics, design of buildings, structural knowledge of the Chicago building code as it applies to structural design; observatory ability; thoroughly accurate; minimum age 30.

SWIMMING POOL OPERATING ENGINEER
(Galesburg)

Definition:

Under direct supervision, to be responsible for the operation of swimming pool, filtration, and water treatment equipment.

Duties by Example:

To operate, maintain, and clean filters, chlorinators, and other related equipment; collect samples of water for bacteriological analysis as directed; adjust chlorinator feed to produce residual chlorine in pool at specified amounts; determine pH and alkalinity of pool water; to maintain predetermined water and air temperatures and water level in pool; assist in repairs to equipment; keep operating records and perform related duties as assigned.

Qualifications:

High school graduation or the equivalent in experience and training; knowledge of mechanical tests required for water treatment; mechanical ability; ability to work cooperatively with others and to follow instructions; good physical condition; minimum age 21.

Interviews

Under direct supervision, to be responsible for the operation of assigned tools, fixtures, and motor vehicles; operations.

Duties to Specify

To operate, maintain, and clean fitting, chlorinators, and other related equipment; collect samples or water for bacteriological analysis as required; clean chlorinator feed to prevent solution chlorine in pool as specified manner; determine pH and alkalinity of pool water to maintain prescribed water and air temperatures and water level in pool; direct to maintain satisfactory lamp operating records and perform routine duties as assigned.

Qualifications

High school graduation or the equivalent in experience and training; knowledge of swimming pool facilities for minor treatment purposes; ability to work cooperatively with the public; satisfactorily pass physical examination

ESTIMATOR

Definition:

Under supervision, to make routine estimates of maintenance and repair costs.

Duties by Example:

To compute labor, material, equipment, and installation costs; compile lists of materials needed by the Physical Plant Department; compute unit costs; assist in surveying and drafting; estimate cost of repair jobs; perform related duties as assigned.

Qualifications:

University graduation from a recognized college of engineering and four years of experience in a recognized contractor's or engineer's office preparing estimates or supervising work; in lieu of University degree, substitution of experience in responsible charge of construction work may be made year for year up to a maximum of four years; minimum age 26.

[illegible]

[illegible]

[illegible]

[illegible]

ASSISTANT EXAMINER

Definition:

Under the Examiner, to perform responsible duties related to admissions.

Duties by Example:

To conduct correspondence about the University, scholarships, pre-legal requirements, C.P.A. examinations, and admission requirements; evaluate credentials for admission to the University; confer with prospective students and their parents regarding admissions on the campus and in high schools; counsel with students; check admissions to the professional colleges; make evaluations of transfer credits; administer entrance examinations; supervise subordinates; prepare reports; keep some records; perform related duties as assigned.

Qualifications:

University graduation; two years of experience in a university registration office relating to admissions work, or equivalent teaching experience; familiarity with the functions of the Registrar's Office; thorough knowledge of credits evaluation; tact; good judgment; pleasing personality; minimum age 24.

ASSISTANT EXAMINER AND RECORDER

Definition:

Under the Examiner and Recorder, to perform responsible duties related to admissions and scholastic records.

Duties by Example:

To evaluate credentials for admission; confer with prospective students regarding admissions and registration; prepare material for Committee on Admissions and arrange for student conferences; help with student registration; assist in the assessment of fees; supervise scholastic records; determine status of students for degrees; prepare tentative graduation lists; assist in the preparation of reports; handle correspondence; contact faculty on office matters; supervise subordinates; perform related duties as assigned.

Qualifications:

University graduation; two years of experience in college registration and records work; familiarity with the functions of the Examiner and Recorder's Office; thorough knowledge of credits evaluation and systematic record keeping; tact; good judgment; pleasing personality; minimum age 24.

Application Procedure and Records

Description

Under the immediate and limited, in serious responsible duties relative to objectives and subjective records.

Duties in Detail:

To evaluate credentials for admission; confer with prospective students regarding admission requirements; prepare material for transmittal on duplicator and arrange for student applications; file with student registration; assist in the assignment of room; receive application fees; interview students by appointment; confer with instructors relative to entrance; maintain records and files; prepare reports and correspondence relative to admissions; confer with parents and students relative to registration; keep records of attendance; prepare reports relative to registration; confer with students relative to withdrawal; keep records of withdrawals; prepare reports relative to withdrawals; perform related duties as assigned.

Qualifications:

Obtained by graduation two years of college training in college registration and records work. Ability to work with the public; ability to learn the duties of the position in a short period of time; ability to maintain records and files; ability to prepare reports and correspondence; ability to operate duplicator; ability to operate typewriter at a speed sufficient for the position; ability to work with others; ability to exercise good judgment; physical personality sufficient for

EXECUTIVE SECRETARY, PRESIDENT'S OFFICE

Definition:

Under the President and Assistant to the President, to perform responsible executive and secretarial work connected with the Office of the President.

Duties by Example:

To confer with members of the faculty, students, and the general public; serve on committees designated by the President; supervise office staff; handle correspondence upon request; review appointments to the University staff and assist with the University budget; supervise the keeping of academic and appointment records of the staff; edit publications issued by the President's Office; gather material and prepare reports for the use of the President and other administrative officers; perform related duties as assigned.

Qualifications:

University graduation with specialization in any one of the following fields: social sciences, education, business administration, journalism, or related fields; at least five years of experience in responsible secretarial or executive work, of which at least two years must have been in the specialized field of executive secretarial or editorial work connected with University administration; graduate or professional work may be substituted year for year in lieu of the required experience up to a maximum of three years; thorough knowledge of administrative procedures and business methods, editorial, and secretarial practices; knowledge of University budgets desirable; supervisory ability; integrity; tact; resourcefulness; good judgment; ability to deal harmoniously with faculty, students, and the general public; minimum age 28.

Definition:

Under the President and Assistant to the President, to perform responsible executive and secretarial work connected with the duties of the President.

Duties in Example:

In order with members of the faculty, students, and the general public; serve as secretary to the President; maintain correspondence upon technical matters; handle interdepartmental matters affecting the University budget; supervise the keeping of academic and appointment records of the staff; edit publications issued by the President's Office; prepare material and progress reports for the use of the President and other administrative officers; perform related duties as assigned.

Qualifications:

Thorough knowledge with specialization in any one of the following clerical and secretarial subjects: business administration, journalism, or related fields at least five years of experience in responsible secretarial or executive work, or which at least two years must have been in the specialized field of executive secretarial or editorial work connected with University educational problems or publications; or any combination of three years through knowledge of administrative procedures and business, editorial, and secretarial practices; knowledge of University subjects desirable; accuracy; ability; integrity; tact; resourcefulness; good judgment; ability to deal courteously with faculty, students, and the general public; shorthand

EXTERMINATOR

Definition:

Under direct supervision, to be responsible for extermination of pests and rodents, and for related work involved.

Duties by Example:

To inspect buildings for pests and rodents, such as cockroaches, silver fish, ants, rats, mice, flies, and termites; to exterminate such pests through use of suitable poison bait, contact bait, or traps; to dispose of used poison bait so as to create no hazard; to keep a record of buildings inspected, treatments made, and results obtained.

Qualifications:

High school education, general knowledge of, and experience in, pest control and precautions to be used in the various methods of extermination preferred; ability to follow instructions; good physical condition; tact; good judgment; minimum age 21.

REFERENCES

Definition:

Under direct supervision, to be responsible for explanation of tests and results, and for related work involved.

Duties by Position:

To inspect buildings for proper use outside, such as appearance, alive risk, safe, safe, safe, fire, and layout; to attend to work involved through use of available points both, contact both, to direct; to direct proper point to be to create to be based to keep a record of building inspected, treatment made, and results obtained.

Qualifications:

High school education, general knowledge of, and experience in, plant control and practices to be used in the various methods of extermination preferred; ability to follow instructions, good physical condition; good judgment; minimum age 21.

FIELDMAN

Definition:

Under faculty supervision, to be responsible for general field work.

Duties by Example:

To supervise and be responsible for all work on experimental field crops and pasture; supervise the care and maintenance of farm machinery; supervise repair work; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the farm.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in farm management; extensive experience in farm work with farm machinery; at least three years experience as Assistant Fieldman or equivalent; excellent knowledge of farming; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

FIELDMAN

Definition:

Under faculty supervision, to be responsible for general field work.

Duties by Example:

To supervise and be responsible for all work on experimental field crops and pasture; supervise the care and maintenance of farm machinery; supervise regular work; supervise assistants; regulation entries daily as needed; supervise and perform all related duties pertaining to the farm.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in farm management; extensive experience in farm work with farm machinery; at least three years experience as Assistant Fieldman or equivalent; sufficient knowledge of farming, supervisory and administrative ability; recommendations; good judgment; good physical condition; minimum age 25.

ASSISTANT FIELDMAN

Definition:

Under supervision, to give skilled assistance in general field work.

Duties by Example:

To assist in routine work involving the planting, cultivation, and harvesting of field or vegetable crops, pastures, and/or fruits; assist in the care and maintenance of farm machinery; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience in general farm work; good knowledge of farming; good physical condition; minimum age 21.

ADVANCED COURSE

FIRE CAPTAIN

Definition:

Under the Assistant Chief, to perform responsible supervisory duties relating to the efficient operation of the fire department.

Duties by Example:

To direct the work of a platoon; assist in formulating house rules, training, and inspection programs; recommend needed supplies and equipment; supervise inspection work; while on duty to be responsible for maintenance of fire station and equipment; perform related duties as assigned.

Qualifications:

Grade school education; high school education desirable; two years of experience as a fireman; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 23.

FIRE CAPTAIN

Definition:

Under the direction Chief, to perform responsible supervisory duties relating to the efficient operation of the fire department.

Duties in Common:

To direct the work of a platoon engaged in fire-fighting, training, and inspection programs; recommend needed supplies and equipment; supervise inspection work; this is to be responsible for maintenance of fire control and equipment; perform related duties as required.

Qualifications:

Three school minimum high school education desirable; two years of experience as a fireman; excellent physical condition; ability to handle fire fighting equipment; courtesy; initiative; ability to maintain records of emergency alarms; ability to handle men; minimum age 25.

FIRE CHIEF

Definition:

Under supervision, to be responsible for the operation, direction, and maintenance of the University fire department and to be responsible for fire prevention.

Duties by Example:

To supervise and assist in the operation and maintenance of the fire station; care for and operate fire fighting equipment; direct the operation of the fire department; cooperate with city fire departments in emergencies; supervise testing and investigation of fire alarm boxes and cables; inspect all University buildings for the detection of fire hazards and make recommendations for improvements; plan and direct regular drills and instruction of the fire department; be thoroughly acquainted with rules and regulations recommended by the National Board of Fire Underwriters; supervise emergency pumping operations; instruct and assign men to attend public gatherings where representation of the fire department is advisable; perform related duties as assigned.

Qualifications:

Grade school education, high school graduation preferred; at least three years of experience as a fireman with at least one year in a supervisory capacity; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 25.

Definition:

Under supervision, is responsible for the operation, direction, and maintenance of the University fire department and to be responsible for fire prevention.

Duties in Common:

To supervise and assist in the operation and maintenance of the fire station; duty for and operate fire fighting equipment; direct the operation of the fire department; cooperate with city fire departments in emergencies; supervise hosing and investigation of fire alarm box and cables; inspect all University buildings for the detection of fire hazards and make recommendations for improvements; plan and direct regular drills and instruction of the fire department, be thoroughly acquainted with rules and regulations recommended by the National Board of Fire Underwriters; supervise emergency guarding operations; instruct and assign men to attend public gatherings where responsibility of the fire department is advisable; perform related duties as required.

Qualifications:

Basic school education, high school graduation preferred; at least three years of experience as fireman with at least one year in a supervisory capacity; acceptable physical condition; ability to handle fire fighting equipment; tact; ability to maintain control of emergency situations; ability to handle many minions and [illegible].

ASSISTANT FIRE CHIEF

Definition:

Under the Fire Chief, to be responsible for the immediate supervision of the fire department.

Duties by Example:

To formulate house rules, training, and inspection programs; in the absence of the Fire Chief to direct department during fires; direct a platoon; give instructions to subordinates; recommend purchase of equipment and supplies; handle disciplinary matters; be responsible for equipment maintenance; in the absence of the Fire Chief, to perform the duties of that office.

Qualifications:

Grade school education, high school graduation preferred; at least three years of experience as a fireman with at least one year in a supervisory capacity; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 24.

ASSISTANT FIRE CHIEF

Definition:

Under the Fire Chief, is to be responsible for the immediate supervision of the fire department.

Duties by Example:

To formulate, have rules, drilling, and inspection programs; in the absence of the Fire Chief to direct department during fires; direct station; give instructions to subordinates; recommend purchase of equipment and supplies; handle disciplinary matters; be responsible for equipment maintenance; in the absence of the Fire Chief, to perform the duties of that office.

Qualifications:

Grade school education, high school graduation preferred; at least three years of experience as a fireman with at least one year in a supervisory capacity; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; ability to maintain command of emergency situations; ability to handle men; minimum age 25.

FIRE FIRST LIEUTENANT

Definition:

Under the senior Platoon Officer of the Fire Department, to perform responsible supervisory duties relating to the efficient operation of the Fire Department.

Duties by Example:

To assist senior Platoon Officer in the direction of the work of the platoon and to take charge of the platoon in the absence of the senior Platoon Officer; assume command of the Fire Department at a fire or other emergency in the absence of the Fire Captain and superior officers; perform related duties as assigned.

Qualifications:

Grammar school education; high school education desirable; two years of experience as a fireman; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 23.

FIRE STATION LIEUTENANT

Definition:

Under the senior Platoon Officer of the Fire Department, to perform responsible supervisory duties relative to the efficient operation of the Fire Department.

Acting As Captain:

To assist senior Platoon Officer in the direction of the work of the Platoon and in his absence to be placed in the absence of the senior Platoon Officer assume command of the Fire Department at a fire or other emergency in the absence of the Fire Captain and Senior Officers; perform related duties as assigned.

Qualifications:

Graduation School education high school supplemented by two years of experience as a fireman; considerable physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 25.

FIRE SECOND LIEUTENANT

Definition:

Under the senior Platoon Officer of the Fire Department, to perform responsible supervisory duties relating to the efficient operation of the Fire Department.

Duties by Example:

To assist senior Platoon Officer in the direction of the work of the platoon and to take charge of the platoon in the absence of the senior Platoon officer; assume command of the Fire Department in the absence of the Fire First Lieutenant and superior officers; perform related duties as assigned.

Qualifications:

Grammar school education; high school education desirable; two years of experience as a fireman; excellent physical condition; ability to handle fire fighting equipment; courage initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 23.

FIRE SERGEANT (LIEUTENANT)

Definition:

Under the senior Platoon Officer of the Fire Department, to perform responsible supervisory duties relating to the efficient operation of the Fire Department.

Duties by Example:

To relieve senior Platoon Officer in the direction of the work of the platoon and to take charge of the platoon in the absence of the senior Platoon officer; assume command of the Fire Department in the absence of the Fire Chief Lieutenant and superior officers; perform related duties as assigned.

Qualifications:

Graduation from high school education desirable, two years of experience as a fireman; excellent physical condition; ability to handle fire fighting equipment; courage initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 23.

BOILER ROOM FIREMAN

Definition:

Under the Chief Plant Operating Engineer, to be responsible for firing of heating and power boilers.

Duties by Example:

To fire boilers; operate coal handling equipment in the boiler room; operate combustion control equipment; record steam and electric meter readings; assist in the operation of boiler room auxiliaries such as coal scales, soot blowers, boiler feed water pumps, special valves, pumps, and the like; perform related duties as assigned.

Qualifications:

Grade school education; high school graduation desirable; good physical condition; at least one year of experience in a plant of comparable size as laborer; ability to think and act quickly in an emergency; dependability; good physical condition; minimum age 20.

INCINERATOR FIREMAN
(Galesburg)

Definition:

Under direct supervision, to operate the University incinerator.

Duties by Example:

To assist in the unloading of garbage trucks, separate burnable from unburnable and salvage material, clean flues and ash pits, assist in making minor repairs to incinerator plant; clean refuse cans; perform related duties as assigned.

Qualifications:

Grade school education; good physical condition; dependable; willingness to work and to perform duties as directed; minimum age 21.

INCINERATOR FIREMAN
(Clerical)

Definition:

Under direct supervision, to operate the University incinerator.

Duties to include:

To assist in the unloading of garbage trucks, separate burnable from unburnable and salvage material, clean flues and ash pits, assist in making minor repairs to incinerator plant; clean routine oven; perform related duties as assigned.

Qualifications:

Grade school education; good physical condition; dependable; willingness to work and to perform duties as directed; citizen of U.S.

MAID FORELADY
(Galesburg)

Definition:

Under direction, to supervise a group of Custodial employees and perform domestic duties.

Duties by Example:

To assign specific domestic duties; inspect work, check supplies and materials; clean and dust furnishings, rooms, hallways and lavatories; make beds; mop floors; clean windows; lock and unlock buildings and rooms; collect linens; supervise preparation for special events; perform related domestic duties as directed.

Qualifications:

Grammar school graduation, with some high school education preferred; at least three years of janitorial experience; good physical condition; dependability; tact; integrity; ability to handle women and to instruct them as directed; minimum age 23.

CLASS DESCRIPTION
(Maintenance)

Definition:

Under direction, to supervise a group of custodial employees and perform domestic duties.

Duties by Example:

To assign specific domestic duties; inspect work, check supplies and materials; clean and dust furnishings, rooms, hallways and lavatories; maintain; mop floors; clean windows; lock and unlock buildings and rooms; collect linens; maintain supervision for special events; perform related domestic duties as directed.

Qualifications:

Grammar school graduation, with some high school education preferred; at least three years of janitorial experience; good physical condition; dependability; neat appearance; ability to deal women and to instruct them in directly matters duty 2?.

ELEVATOR OPERATIONS FOREMAN

Definition

Under general supervision, to instruct and supervise elevator operators in their duties.

Duties by Example:

To assist in the selection of elevator operators; instruct new operators in their duties; provide maintenance and supervision of the schedule of working hours for the operators; check the performance of operators on the job to maintain high standards of service.

Qualifications:

Good physical condition; knowledge of elevator operation; knowledge of public safety laws; general ability to get along with people and to supervise the work of others.

ELEVATOR OPERATOR WANTED

Duties:

Under general supervision, to instruct and supervise elevator operators in their duties.

Duties by Example:

To assist in the selection of elevator operators; conference and counseling in their duties; periodic evaluation and rotation of the schedule of working hours for the operators; check the performance of operators on the job to maintain high standards of service.

Qualifications:

Good physical condition; knowledge of elevator operation; knowledge of public safety laws; general ability to get along with people and to supervise the work of others.

SUPERVISING FARM FOREMAN

Definition:

Under departmental supervision, to supervise the care and management of farm, garden, greenhouse, livestock, and/or poultry enterprises.

Duties by Example:

To supervise planting, cultivating, and harvesting field and garden crops; keep experimental records; assign men to specific jobs; supervise all related duties pertaining to the care and management of farm, garden, greenhouse, livestock, and/or poultry.

Qualifications:

High school graduation or equivalent; two years of University training desirable; extensive training in and excellent knowledge of general and experimental farming; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

Definition:

Under departmental supervision, to supervise the care and management of farm, garden, greenhouse, livestock, and/or poultry enterprises.

Duties by Example:

To supervise planting, cultivating, and harvesting field and garden crops; keep experimental records; assign men to specific jobs; supervise all related duties pertaining to the care and management of farm, garden, greenhouse, livestock, and/or poultry.

Qualifications:

High school graduation or equivalent; two years of University training desirable; extensive training in and excellent knowledge of general and experimental farming; supervisory and administrative ability; recommendations; good judgment; good physical condition; minimum age 25.

FARM FOREMAN

Definition:

Under faculty supervision, to be responsible for general farm work.

Duties by Example:

To supervise and be responsible for all work on field or vegetable crops, pastures, or fruits; supervise the care and maintenance of farm machinery; supervise repair work; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the farm.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in farm management; extensive experience in farm work and with farm machinery; at least three years of experience as assistant farmer or equivalent; excellent knowledge of farming; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

Definition:

Under Farming supervision, to be responsible for general farm work.

Duties by Example:

To supervise and be responsible for all work on field or vegetable crops, pasture, or fruit; supervise the care and maintenance of farm machinery; supervise regular work; supervise assistants regarding extra duty as needed; supervise and perform all related duties pertaining to the farm.

Qualifications:

High school graduation or equivalent; two years of satisfactorily training desirable; special training in farm management; extensive experience in farm work and with farm machinery; or some three years of experience as assistant farmer or equivalent; considerable knowledge of farming; accuracy and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

JANITOR FOREMAN

Definition:

Under direction, to supervise a group of custodial employees and perform janitorial work.

Duties by Example:

To assign specific janitorial duties; inspect work, check supplies and materials; clean, wax, and polish floors; do minor repair work; instruct employees on building maintenance and use of equipment; supervise preparation for special events; perform related custodial duties as directed.

Qualifications:

Grade school graduation with some high school education preferred; at least three years of janitorial experience; good physical condition; dependability; tact; integrity; ability to handle men and to instruct them as directed; minimum age 23.

Duties:

Under direction, to supervise a group of employees engaged and perform janitorial work.

Duties in Detail:

To assign work, instruct janitors, inspect work, check supplies and materials used, keep records and reports, keep time, make minor repairs; do minor repair work; inspect work of persons in building maintenance and use of equipment; supervise preventive maintenance; perform related custodial duties as required.

Qualifications:

Some school required with some high school education preferred; at least three years of janitorial experience; good physical condition; dependability; tact; tolerance; ability to maintain and to instruct them be directed; minimum age 21.

PARK FOREMAN

Definition:

Under direction, to supervise and be immediately responsible for all work related to the maintenance and operation of park grounds.

Duties by Example:

To check time and materials, supervise and instruct workmen in all phases of lawn, shrub, tree, and road maintenance; supervise operations related to snow removal, drainage, road repairs, and timber management; supervise all duties related to the maintenance and operation of park grounds.

Qualifications:

High school graduation or equivalent; good physical condition; dependability; good judgment; ability to meet the public in a satisfactory manner; minimum of five years of experience in park or institutional grounds maintenance.

Definition:

Under direction, to supervise and be immediately responsible for all work related to the maintenance and operation of park grounds.

Duties by Example:

To direct time and materials, supervise and instruct workmen in all phases of lawn care, tree, and rose maintenance; supervise operations related to snow removal, drainage, road repair, and timber management; supervise all duties related to the maintenance and operation of park grounds.

Qualifications:

High school graduation or equivalent; good physical condition; dependability; good judgment; ability to meet the public in a satisfactory manner; minimum of five years of experience in park or institutional grounds maintenance.

FOREMAN (Skilled Trades)

Definition:

Under direction, to supervise and be immediately responsible for the work of skilled trades and maintenance, and labor employees on University buildings and grounds.

Duties by Example:

Automotive Foreman

To direct the work of all drivers for the Physical Plant department; check time cards; supervise the hauling of coal to and from storage and the removal of cinders from the power plant; direct operators of cranes, road graders, snow plows, and the like; supervise the unloading of carload equipment and supplies; do related work as assigned.

Bookbindery Foreman

To supervise and manage the work of bookbinders; train and instruct apprentices; cut stock and trim books; check time and materials; maintain machinery; plan work of department; supervise its execution and assume responsibility for timely delivery.

Bricklayer Foreman

To direct the work of bricklayers and laborers; check time cards and materials; check safety devices for men working on scaffolds; calculate cost for labor and materials; check repair work; do bricklaying and machinery work as required.

Definition:

Under direction, to supervise and be responsible for the work of skilled leather and metalsmiths, and other employees in fabricating and repairing saddles.

Duties of Incumbent:

Assembly Process

To direct the work of all drivers for the Quartermaster Depot; check bills; maintain records of deliveries; and supervise the loading or unloading of the material or supplies from the cars to the storage warehouses or depots, keep time records, make claims, and the like; supervise the unloading of carload shipments and supplies; to relieve work as assigned.

Bookkeeping Process

To supervise and assign the work of bookkeeping; train and instruct subordinates; run check and trace bonds; check time and production records; plan work of department; supervise the assembling and assume responsibility for timely delivery.

Painting Process

To direct the work of blacksmiths and helpers; check time cards and materials; issue safety devices for use; working on scaffolds; climbing over top for long and dangerous; check repair work; do painting and machinery work as required.

Carpenter Foreman

To assign and direct the work in the wood shop or on general maintenance work; check jobs for materials needed; act as custodian of tools, equipment, and material used on the job; check time cards and materials; supervise flooring installation; direct floor sanding; perform related duties as assigned.

Composing Room Foreman

To supervise and manage the work of compositors, linotype operators, and monotype operators; assist with the layout and design of type forms; make imposition layouts; arrange the imposition of job and book forms for press room; train and instruct apprentices.

Electrician Foreman

To check time and materials of electricians and laborers; supervise replacement of light bulbs and broken glassware; maintenance of secondary switches and fuses; maintenance of campus lights and cables; supervise the work on blown fuses and short circuits; check voltage and loads on main and branch circuits; perform related labor.

Character Traits

To design and direct the work in the road dog or to general maintenance work; tasks for semi-skilled basis; art of operation of tools, equipment, and material; care of the jobs tools; care and maintaining; excessive loafing; instructions; direct floor sanding; service relating duties or personal.

Physical Demands

To supervise and manage the work of laboratory, lighting operations, and maintain clean working with the layout and design of improvements; improvement methods; training the directions and book keep for personnel; assist in planning operations.

Working Conditions

To check size and materials of construction and laboratory reports; replacement of light bulbs; use broken glassware; maintenance of accurately maintain the; timely maintenance of complete lights and records; supervise the work to clean floors and floor drainage; check outside and inside and broken electric systems relating labor.

Garage Foreman

To check time and materials; supervise repair of all automobiles, tractors, power mowers, and the like; make estimates on repair of wrecked cars; maintain supply of automotive parts; supervise the test lane for all University trucks and county school busses; supervise paint and body work; instruct mechanics; perform related automotive duties.

Grounds Foreman

To check time and materials; supervise and instruct men in road grading, sprinkling, road repair, street cleaning, snow removal, and drainage; maintain and repair sidewalks; supervise the care and maintenance of lawns; supervise weed eradication; supervise maintenance of shrubs and hedges, tree removal, planting, and spraying; supervise greenhouse and forestry duties related to the maintenance of University grounds.

Service Engineer

To check files and materials, supervise repair of all automobiles, trucks, motor boats, and the like; also estimates on repair of wrecked cars; maintain supply of replacement parts; supervise the work done for all University bureaus and keep proper records; attend meetings and help train student mechanical partime helpers; attending duties.

Service Foreman.

To check files and materials, supervise and inspect work in road garage; repair cars, road tools, speed lawnmowers, snow removal, and the like; maintain daily records; supervise the work and maintenance of lawns; supervise weed eradication; supervise maintenance of shrubs and lawns, care therein, planting, and spraying; supervise operations and forestry duties relative to the maintenance of University grounds.

Machinist Foreman

To check time and materials; supervise the maintenance of such equipment as electrical motors, vacuum, steam, and sump pumps, air compression boilers, liquid air machines, automotive vehicles, tractors, and all tools used by the various trade crafts; supervise locksmiths; make dies, molds, jigs, and fixtures; perform machine shop work.

Painter Foreman

To check time and materials; supervise interior decoration and refinishing, exterior painting, and protective finishes; estimate painting jobs; supervise all work requiring the skills of a member of the painting trade; inspect work after completion.

Plumber Foreman

To check time and materials; supervise plumbing and steam fitting jobs; estimate plumbing and steam fitting jobs; supervise all work requiring the skills of a member of the plumbing trade; inspect work after completion.

Press Room Foreman

To supervise and manage the work of the press room; maintain printing presses and other press room equipment; train and instruct apprentices; check time and materials; plan work of department and check its quantity and quality.

Materials Foreman

To check time and materials; supervise the maintenance of such equipment as electrical motors, valves, pipes, and pump parts, air compressor boilers, liquid air engines, motorcycle vehicles, tractors, and all tools used in the various trade crafts; supervise laborers; make time, work, and material reports; perform variable many work-

Painter Foreman

To check time and materials; supervise interior decoration and painting, exterior painting, and protective finishes; estimate painting jobs; supervise all work requiring the skills of a master of the painting trade; inspect work after completion.

Plumber Foreman

To check time and materials; supervise plumbing and steam fitting jobs; estimate plumbing and steam fitting jobs; supervise all work requiring the skills of a master of the plumbing trade; inspect work after completion.

Sheet Iron Foreman

To supervise and manage the work of the sheet metal, certain painting, pipeless and other trades employed; check time and materials; plan work of department and check its quantity and quality.

Sheet Metal Foreman

To check tools, time, and materials; supervise the repair and maintenance of roofs and the repairing of gutters, eaves, and down-spouts; supervise the construction and installation of all ventilating ducts; repair and rebuild skylights; supervise repair and installation of hot air furnace boiler breeching; perform related work requiring experience and skill in sheet metal and roofing work.

Water Station Foreman

To check time and materials; supervise the immediate operation of the University water filtration plant; supervise the maintenance of wells, pumps, and related equipment; make determinations of chlorine, iron, and alkalinity content; measure and record ground water levels; inspect valves and leaks, meters, and repair work; be responsible for the operation and maintenance of swimming pools; supervise rodent and insect extermination; perform related duties as assigned.

Qualifications:

Grade school graduation; high school graduation preferred; extensive experience in designated trade or craft; ability to handle men; good physical condition; good judgment; minimum age 28.

STEAM DISTRIBUTION FOREMAN

Definition:

Under administrative supervision, to direct the operation of heating, ventilating, and air conditioning equipment and the maintenance of steam distribution piping, vacuum pumps, and tunnels.

Duties by Example:

To direct the work of steam distribution personnel in such operations as follows: opening and closing of steam valves to buildings; starting and stopping of building ventilating fans; checking buildings to see that satisfactory temperatures are being maintained; inspection of radiator traps; maintenance of tunnel piping, steam traps, condensation meters, expansion joints, pressure reducing valves, etc.

Qualifications:

Grade school education; graduation from high school preferred; experience and training to qualify as a steamfitter; thorough knowledge of building heating, ventilating, and air conditioning equipment; supervisory ability; resourcefulness; initiative; personality conducive to harmonious dealings with employees and academic staff; good physical condition; minimum age 25.

SUB-FOREMAN

Definition:

Under general direction of the Foreman, to exercise immediate supervision over a group of laborers or skilled tradesmen.

Duties by Example:

To check and file time slips and clock cards; supervise and direct workmen; be responsible for records and reports; supervise the moving of equipment and furniture; act as a Foreman; be responsible for work performed; perform related duties as directed.

Qualifications:

Grade school education; at least three years of experience in custodial work; ability to direct workers; initiative; dependability; tact; good physical condition; minimum age 25.

Definition:

Under general direction of the Director, to
accomplish immediate supervision over a group of
laborers or skilled employees.

Duties of Position:

To direct and file time slips and clock cards
accurately and direct workmen to appropriate job
stations and generally supervise the moving of
equipment and materials; and to perform in
emergencies for work ordinarily performed by related
duties as directed.

Qualifications:

Basic school education at least three years of
experience in municipal work; ability to direct
workmen; initiative; dependability; must have good
physical coordination minimum age 25.

AGRICULTURAL GARDENER
(also Grounds Gardener)

Definition:

Under faculty supervision, to be responsible for gardening work.

Duties by Example:

To supervise and be responsible for the planting, cultivation and care of vegetables, fruits, flowers, lawns, shrubs, and/or trees; supervise the upkeep of gardens, flower beds, lawns, and greenhouses; assist in the selection of flowers, fruits, and/or vegetables for class, demonstration, and experimental purposes; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the garden.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in Horticulture; extensive experience in garden management; at least three years of experience as Assistant Gardener or equivalent; excellent knowledge of gardening; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

Definition:

Under faculty supervision, to be responsible for gardening work.

Duties in Example:

To supervise and be responsible for the planting, cultivation and care of vegetables, fruits, flowers, lawns, shrubs, and/or trees; supervise the upkeep of gardens, flower beds, lawns, and greenhouses; assist in the selection of flowers, fruits, and/or vegetables for class, demonstration, and experimental purposes; supervise assistants; regulate extra help as needed; supervise and perform all related duties necessary to the position.

Qualifications:

High school graduation or equivalent; two years of University training including agricultural instruction; horticultural experience in private estate, greenhouse or nursery; two years of experience as assistant gardener or equivalent; successful knowledge of gardening, conservatory and maintenance duties; thorough knowledge of plants, shrubs and flowers; ability to establish and maintain good working relationships with others.

ASSISTANT AGRICULTURAL GARDENER
(also Assistant Grounds Gardener)

Definition:

Under direct supervision, to perform gardening work.

Duties by Example:

To assist in routine work involving seeding, cropping, propagation, watering, spraying, and cultivation of vegetables, field crops, grasses, flowers, shrubs, and/or trees; assist in the physical upkeep of greenhouses and experimental plots; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience in gardening; good knowledge of the care of gardens; good physical condition; minimum age 21.

FIELD AND LABORATORY EXERCISES
(Life Activities Common Everywhere)

Introduction:

Under direct supervision, to perform practical work.

Duties Or Examples:

To assist in routine work involving weighing, weighing, preparation, watering, weeding, and cultivation of vegetables, field crops, grasses, flowers, shrubs, and/or trees; master in the physical upkeep of greenhouses and experimental plots; perform clerical tasks as required.

Qualifications:

High school graduation or equivalent; three years of experience in gardening; good knowledge of the care of plants; good physical condition; minimum age 21.

SENIOR GLASS BLOWER

Definition:

Under direction, to supervise and perform work requiring special skills and experience in glass blowing and vacuum-tube techniques.

Duties by Example:

To do soft and hard glass blowing, including work in quartz; use glass blowing lathe; shape, seal, cut, grind, and finish glassware; make any variety of large metal-to-glass seals; perform vacuum bake-out and annealing processes; design and construct experimental glass apparatus; clean and purify used mercury; supervise work of glass blowers; instruct graduate students in the technique of glass blowing; perform related duties as assigned.

Qualifications:

High school graduation; special training and extensive experience in glass blowing work, including experience and training in the development of vacuum tubes; supervisory ability; ability to work with graduate students; minimum age 25.

Definition:

Glass fiberglass, is material made
reinforcing thread like material in glass
binding and resin-like texture.

Duties in Industry:

It is used in many glass blowing, fabricating work
in factory, use glass blowing lather glass, seal, wel
tube, use flame electric gun to variety of
body metal-to-glass seals, perform various bri-out
and annealing processes; design and construct
experimental glass apparatus; clean and weld
make accurate repetitive work of glass blowers
instruct graduate students in the technique of
glass blowing; perform routine tests or analyses.

Qualifications:

High school graduation, special training and
extensive experience in glass blowing work,
training equivalent and training in the develop-
ment of manual dexterity necessary ability; ability
to work with general chemistry students age 17.

GLASS BLOWER

Definition:

Under direction, to perform work requiring skill and experience in glass blowing.

Duties by Example:

To do soft and hard glass blowing; design and construct experimental glass apparatus; mend equipment; shape, seal, cut, grind, and finish glassware; clean and purify used mercury; construct glass apparatus for instructional laboratories; perform demonstrations; perform vacuum bake-out and annealing processes; perform other skilled techniques as assigned.

Qualifications:

High school graduation; special training and extensive experience in glass blowing work; expert manual dexterity; mechanical ability; dependability; minimum age 25.

GROUNDSMAN

Definition:

Under supervision of Grounds Foreman to perform any or all physical labors attendant to grounds maintenance or construction assignments.

Duties by Example:

To perform work incidental to lawn and planting construction and maintenance; secondary road and parking area repair; cultivation and care of shrubs, trees, and flowers; tree transplanting and removals, snow shovelling; street and catch basin cleaning; perform related duties as assigned.

Qualifications:

Grade school graduation or equivalent; general health, stamina, and physique above average and adequate for outside work under any weather condition; minimum age 18.

[illegible]

[illegible] observation of [illegible] Tension in various [illegible] Objective [illegible] attention to [illegible] relations or combinations [illegible].

[illegible] by Examples

[illegible] work [illegible] to [illegible] and [illegible] construction and [illegible] [illegible] and [illegible] parking area [illegible] solution and [illegible] [illegible]. Above, the [illegible] [illegible] and removals, [illegible] [illegible] and [illegible] [illegible] elevation; [illegible] [illegible] [illegible].

[illegible]

[illegible] [illegible] [illegible] [illegible] [illegible] [illegible], and [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible].

HANGER

Definition:

Under supervision of a Foreman, to perform work requiring skills in window shade and venetian blind hanging, cleaning, manufacture, and repair.

Duties by Example:

Window shade cloth and roller cuttings; sewing, assembling, and hanging shades; cleaning, reversing, repairing, and assembling of window shades and venetian blinds; making and installation of window shades and venetian blinds.

Qualifications:

Grammar school education; vocational training desirable; four years experience in the trade; proficiency in the use of tools and equipment; good physical condition; minimum age 21.

HERDSMAN

Definition:

Under faculty supervision, to be responsible for the care and management of livestock.

Duties by Example:

To supervise and be responsible for the care and feeding of livestock; assist in the selection of livestock for class, demonstration, and experimental purposes; assist in the purchase and sale of livestock; judge livestock; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the care of livestock.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in animal husbandry; extensive experience in livestock management; at least three years of experience as Assistant Herdsman or equivalent; excellent knowledge of livestock; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

Definition:

Under faculty supervision, to be responsible for the care and management of livestock.

Duties by Example:

To supervise and be responsible for the care and feeding of livestock; assist in the selection of livestock for class, demonstration, and experimental purposes; assist in the watering and pens of livestock; help in general supervise and perform all related duties pertaining to the care of livestock.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in animal husbandry; extensive experience in livestock management; at least three years of experience as Assistant Herdsman or equivalent; extensive knowledge of livestock; supervisory and maintenance ability; responsibleness; good judgment; good physical condition; minimum age 21.

ASSISTANT HERDSMAN

Definition:

Under supervision, to give skilled assistance in the feeding and general care of livestock.

Duties by Example:

To assist in the care and feeding of livestock; assist in the preparation of livestock for class, demonstration, and experimental purposes; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience with livestock; good knowledge of the care of livestock; good physical condition; minimum age 21.

ASSISTANT DESIRED

Definition:

Under supervision, to give skilled assistance in the feeding and general care of livestock.

Duties of Classification:

To assist in the care and feeding of livestock; assist in the preparation of livestock for sale, demonstrating, and experimental purposes; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience with livestock; good knowledge of the care of livestock; good physical condition; minimum age 21.

HOUSEKEEPER

Definition:

Under supervision, to be responsible for housekeeping duties required in the Child Development Laboratory.

Duties by Example:

To sweep porches, steps, and cement; clean children's toilets, dust and wax furniture and woodwork; empty wastebaskets; clean blackboards and all other equipment; set up lunch trays; wash and iron; mend linens; keep kitchen and laundry cupboards in order; check on janitor supplies and order as needed; perform general mid-semester and semester housecleaning.

Qualifications:

Female; high school graduate; experience in home-making, and some institutional housekeeping experience desirable; must be free of any communicable disease.

Definition:

Under supervision, to be responsible for housekeeping duties required in the Child Development Laboratory.

Duties by Example:

To sweep porches, steps, and carpet; clean utility room's toilets, floor and wax furniture and woodwork; empty wastebaskets; clean blackboards and all other equipment; set up lunch trays; wash and iron used linens. Keep kitchen and laundry supplies in order; check on janitor supplies and order as needed. Perform general maintenance and seasonal housecleaning.

Qualifications:

Female; high school graduate; experience in housekeeping, and some institutional housekeeping experience desirable; must be free of any communicable disease.

INSTRUMENT MAKER

Definition:

Under general direction, to do precision work requiring a high degree of mechanical skill in the development of scientific equipment.

Duties by Example:

To develop, design, and build experimental equipment requiring the use of precision instruments; perform skilled mechanical work of fine tolerances; repair, adjust, and regulate scientific instruments; calibrate instruments to coincide with standards; construct instruments from blueprints and written specifications; skillfully use all machinists' hand tools, including those of micro-measurement; perform lathe work with precision tolerances; shape metal parts to precision dimensions.

Qualifications:

High school graduation, additional technical training desirable; extensive experience in specialized use of machine and instrument tools requiring precision dimensions; at least five years of experience in the design and construction of precision instruments; complete knowledge of shop mathematics, all machinists' tools, calipers, micrometers, and gauges; special skills as required; minimum age 25.

Introduction

Under ordinary circumstances, an ice protection system operating at high degrees of saturation would be the least desirable of alternatives.

Design Considerations

To design, develop, and test a satisfactory system would require the use of specialized instrumentation, testing capabilities, time or flight experience, or, at best, some degree of luck. Considerable information is available for designing for a specific application, however, including the effects of various operational variables, and all applicable data should be collected and carefully studied before any design work is begun. Included should be aircraft performance data, operational limitations, and any special problems that may be encountered in the intended application.

Specifications

High speed operation, additional mechanical complexity, extended operation in adverse environments, and the possibility of severe ice accretion are factors that require careful consideration in order that proper selection of alternatives be made in the design of a system. Maintenance requirements, ease of operation, reliability, and economy are also important factors that must be considered.

INTAKE INTERVIEWER

Definition:

Under immediate supervision, to interview patients to determine eligibility for clinic care and perform related work as required.

Duties:

To take personal and social history of patients; ascertain and verify, if necessary, eligibility for clinic care; maintain records; make reports pertaining to interviews.

Qualifications:

College or University graduate, with work in social service; one year of experience in a hospital or social agency; proficiency in techniques of interviewing, securing the confidence of the patient, and in obtaining as accurate information as possible from patients.

[illegible]

[illegible]

[illegible]

[illegible]

JANITOR - JANITRESS

Definition:

Under supervision, to perform custodial work required in the routine upkeep of buildings.

Duties by Example:

To perform custodial duties such as sweeping, mopping, waxing, and polishing of floors; clean and dust furniture and exhibition cases; shovel snow; collect and bale waste paper; clean Venetian blinds; lock and unlock buildings and offices; care for lavatories; wash windows; collect linens; perform related duties as directed.

Qualifications:

Grade school graduation; good physical condition; ability to perform good custodial work as directed; experience in janitorial work preferred; dependability, integrity, and willingness to perform duties as directed; minimum age 21.

SENIOR KITCHEN HELPER

Definition:

Under direction, to exercise supervision over a group of Kitchen Helpers.

Duties by Example:

To supervise work of a group of Kitchen Helpers; arrange and organize their work; perform related kitchen duties as directed.

Qualifications:

Grade school graduation; ability to pass food handler's examination; cleanliness; good physical condition; willingness to work as directed; minimum age 18.

Definition:

Under direction, to operate locomotives over a group of station Helpers.

Duties by Example:

To supervise work of a group of Station Helpers; arranges and dispatches their work; performs related station duties as directed.

Qualifications:

Basic school graduation; ability to pass road Engineer's examination; pleasing personal appearance; willingness to work as directed; minimum age 18.

KITCHEN HELPER

Definition:

Under supervision to perform routine duties in the preparation of foods.

Duties by Example:

To assist in the preparation of meats, fish, fruits, vegetables and other food for serving; wash dishes; clean tables, pans and dishes; serve food; care for kitchen equipment; do bus service; perform related duties in the preparation and serving of foods as directed.

Qualifications:

Grade school graduation; ability to pass food handler's examination; cleanliness; good physical condition; willingness to work as directed; minimum age 18.

Definition:

Under supervision to perform cooking duties in the preparation of foods.

Duties ly Example:

To assist in the preparation of meats, fish, fruits, vegetables and other food for cooking; serve such dishes; clean tables, pans and dishes; serve food; care for kitchen equipment; to ban perform related duties in the preparation and serving of foods as directed.

Qualifications:

Grade school graduation; ability to read teacher's examination; cleanliness; good physical condition; willingness to work as directed; minimum age 18.

LABORER

Definition:

Under supervision, to perform physical labor on construction and maintenance work, with sufficient skill and experience to assist mechanics in the skilled trades.

Duties by Example:

To perform unskilled labor in building construction, in shops in buildings; move heavy equipment; mix, place, and puddle concrete; mix mortar; erect scaffold; rig staging; perform related labor.

Qualifications:

Grade school graduation, or equivalent; able to do outdoor work under adverse weather conditions; working knowledge of tools and equipment of skilled trades; sufficient mechanical aptitude to assist mechanics in the execution of their work; dependability; willingness to work as directed; minimum age 21.

LABORER.

Definition:

Under supervision, to perform physical labor in construction and maintenance work, with sufficient skill and experience to assist mechanics in the skilled trades.

Duties by Example:

To perform unskilled labor in building construction, in charge in building; move heavy equipment; mix, place, and puddle concrete; mix mortar; erect scaffold; rig stagings; perform related labor.

Qualifications:

Usual school graduation, or equivalent; able to endure work under adverse weather conditions; working knowledge of tools and equipment of skilled trades; sufficient mechanical aptitude to assist mechanics in the execution of their work; dependability; willingness to work as directed; minimum age 21.

FARM LABORER

Definition:

Under direct supervision, to perform routine farm duties.

Duties by Example:

To feed and care for farm animals; milk; operate farm machinery; plant, cultivate, and harvest crops; perform related manual labor usually required on a farm.

Qualifications:

Grade school education; good general knowledge of farm work; one year of experience on a farm; good physical condition; minimum age 18.

TECH LEADER

Definition:

Under direct supervision, to perform routine farm duties.

Duties & Example:

To feed and care for farm animals; milk; operate farm machinery; plant, cultivate, and harvest crops; perform related manual labor usually required on a farm.

Qualifications:

Shall submit educational proof pertinent knowledge of farm work; one year of experience on a farm; good physical condition; minimum age 18.

KITCHEN LABORER

Definition:

Under supervision, to perform routine heavy labor duties about the kitchen.

Duties by Example:

To wash pots and pans; wash dishes; clean tables, pans and dishes; care for kitchen equipment; dispose of garbage, care for garbage containers; perform related duties as assigned.

Qualifications:

Grade school graduation; male; ability to pass food handler's examination; cleanliness; willingness to work as directed; minimum age 16.

KITCHEN LABORER.

Definition:

Under supervision, to perform routine heavy labor duties about the kitchen.

Duties in General:

To wash pots and pans; wash floors; clean tables; pare and slice; care for kitchen equipment; dispose of garbage; care for garbage containers; perform related duties as assigned.

Qualifications:

Needs normal coordination; will; ability to pass food handler's examination; cleanliness; willingness to work at various; minimum age 16.

PARK LABORER

Definition:

Under supervision of Park Foreman, to perform any or all physical labors attendant to park grounds maintenance and operation.

Duties by Example:

To perform work incidental to maintenance of lawns and gardens, care of shrubs, trees, and flowers; tree maintenance, including transplanting and removals; road and parking area repairs; snow removal; care of statuary, sculpture, and garden ornaments; collection and removal of paper and debris; maintenance of sanitary facilities; perform related duties as assigned.

Qualifications:

Grade school graduation, or equivalent; general health, stamina, and physique above average and adequate for outside work under any weather condition; at least three years general outside labor experience, with at least one year in some phase of work allied to grounds maintenance in park or institutional developments.

Definition:

Under supervision of Park Foreman, to perform any of all physical labors attendant to park grounds maintenance and operation.

Duties in Detail:

To perform work incidental to maintenance of large and various, turf or shrubs, trees, and flowers; tree maintenance, including trimming and removal; road and parking area repairs; snow removal; care of structure, equipment, and grounds surrounding; cultivation and removal of paper and debris; maintenance of sanitary facilities; perform related duties as assigned.

Qualifications:

(Park school graduation, or equivalent general health, strength, and physique above average and adequate for outside work under any weather conditions) at least five years general outside labor experience, with at least one year in some phase of work allied to grounds maintenance in park or institutional development.

LAUNDRESS

Definition:

Under supervision, to perform all work required to shake out, feed, and fold all flat work, and hand iron all wrinkles from finished work, and fold.

Duties by Example:

To shake out all flat work, set on poles ready for ironing by mangle; separate rough-dry for tumbling, feeding flat work into ironer; fold all flat-work as it comes from mangle that is ready for service and separate large and small articles ready for delivery baskets; perform other work incidental to finishing flat work; hand iron all wrinkles from articles to be finished and folded ready for use.

Qualifications:

Grade school education; good health; dependability; integrity; willingness to perform duties as directed; minimum age 18.

Duties:

Under supervision, to perform all work required to drive cars, haul all fuel work, and haul away all materials from finished work, and to:

Duties by Example:

To work out all fuel work, not to refuse ready for hauling by sending materials ready-day for hauling, feeling fuel work into trailer; fill all fuel-work as it comes from supply that is ready for service and separate large and small articles ready for delivery baskets; perform other work instructed to fueling fuel work; keep them all supplies from exhibits to be finished and folded ready for use.

Qualifications:

Grade school education; good health; dependability; integrity; willingness to perform duties as directed; attain age 18.

MEDICAL RECORD LIBRARIAN

Definition:

Under administrative supervision, to have charge of the medical records department and to perform related work as required.

Duties by Example:

Supervise the medical record department, making reports concerning admissions, births, transfers, discharges, or deaths of patients, briefing and transcribing case histories and records; supervise cross indexing and coding of diagnoses, both primary and secondary, of all medical records and histories of hospital patients according to a standard nomenclature; check all histories to ascertain whether they are complete; check histories in and out and keep a record of them; perform related duties as assigned.

Qualifications:

Graduation from an accredited school of medical record librarians; registration as a Medical Record Librarian; two years of experience in the medical record department of an accredited hospital; accuracy; minimum age 25.

ASSISTANT MEDICAL RECORD LIBRARIAN

Definition:

Under general supervision, to assist in the maintenance of medical records.

Duties by Example:

To check daily reports and charts; check case records; brief and transcribe histories, physicals, and operative procedures; cross-index and file disease records; make reports concerning admissions, births, transfers, discharges, or death of patients; supervise clerks; prepare reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited school of medical record librarians; registration as a Medical Record Librarian; one year experience in the medical record department of an accredited hospital; ability to get along with others; demonstrated clerical ability; good judgment; minimum age 20.

Definition:

Under general observation, to awaken to the
manifestations of medical research.

Duties in General:

To check daily reports and charts; observe case
reports; enter new treatments ordered, deletions,
and operations prescribed; cross-train and file
disease material into regular nursing education;
bring, type-in, "dictation" or hand of patient
experience observed previous reporter; perform routine
duties as ordered.

Qualifications:

One's duties are primarily related to medical
record librarian; emphasis is medical terminology
literature; one year experience in the medical
record department of an accredited hospital;
ability to get along with others; good personality
physical ability; good character; eligible age 21.

MAID

Definition:

Under direct supervision, to perform routine domestic duties.

Duties by Example:

To clean and dust furnishings, rooms, hallways, and lavatories; make beds; mop floors; clean windows; perform routine domestic and custodial duties as directed.

Qualifications:

Grade school graduation; good health; good physical condition; dependability; willingness to work; minimum age 18.

Definition

Under direct supervision, to perform routine domestic duties.

Duties by Incumbent:

To clean and dust furnishings, rooms, hallways, and lavatories; make beds; mop floors; clean windows; perform routine domestic and custodial duties as directed.

Qualifications:

Grade school graduation; good health; good physical condition; dependability; willingness to work; pleasing personality.

MAINTENANCE HELPER
(Galesburg)

Definition:

Under direction to perform semi-skilled work in a trade or of a mechanical nature.

Duties by Example:

To assist in the performance of skilled work in a trade or of a mechanical nature.

Qualifications:

Grammar school education; vocational training desirable; proficiency in the use of tools and equipment; good physical condition; minimum age 18.

MAINTENANCE WORKER
(Oklahoma)

Definition:

Under direction to perform semi-skilled work in a trade or of a mechanical nature.

Duties by Example:

To assist in the performance of skilled work in a trade or of a mechanical nature.

Qualifications:

Grammar school education; vocational training desirable; proficiency in the use of tools and equipment; good physical condition; minimum age 18.

LAUNDRY MAINTENANCE MAN
(Galesburg)

Definition:

Under supervision, to perform general mechanical work in the laundry.

Duties by Example:

To repair and maintain laundry equipment; assist in caring for and cleaning all laundry mechanical equipment; perform related labor.

Qualifications:

Grammar school education, technical school training desirable; mechanical ability; good physical condition; experience in general mechanical trades as required; minimum age 18.

BOOKSTORE MANAGER

Definition:

Under administrative direction, to be responsible for the successful operation of a bookstore.

Duties by Example:

To employ and supervise sales and clerical staff; be responsible for the purchase and sale of new and used books, supplies, and equipment; handle correspondence; be responsible for the receipt and transfer to the proper University office of all cash receipts; handle credits and dividend accounts; direct advertising; interview salesmen; price merchandise; supervise inventories; perform related duties as assigned.

Qualifications:

High school graduation with university graduation desirable; five years of experience in a university or college bookstore, at least two of which were in a supervisory capacity; managerial and administrative ability; tact; good judgment; integrity; pleasing personality; minimum age 25.

BOOKSTORE MANAGER

Definition:

Under administrative direction, is responsible for the efficient operation of a bookstore.

Duties by Example:

To employ and supervise sales and clerical staff; is responsible for the purchase and sale of new and used books, supplies, and equipment; handles correspondence; is responsible for the records and inventory in the proper University office of all cash receipts; handles credits and dividend accounts; advertising; interview students prior to employment; supervise inventory periods related duties as assigned.

Qualifications:

High school graduation with university graduation desirable; five years of experience in a university or college bookstore, at least two of which were in a supervisory capacity; managerial and administrative ability; tact; good judgment; dependability; pleasing personality; minimum age 25.

ASSISTANT BOOKSTORE MANAGER

Definition:

Under the Bookstore Manager, to assist in directing the operations of the bookstore.

Duties by Example:

To assist the Manager in the general operations of the store and to be directly responsible for those phases of the operations delegated by the Manager; be responsible for the operation of the store in the absence of the Manager.

Qualifications:

High school graduate, with three years of experience in a university or college bookstore; managerial ability, tact, good judgment, pleasing personality.

ASSISTANT OPERATIONS MANAGER

Definition:

Under the Operations Manager, is trained to direct and coordinate the operations of the organization.

Duties in General:

To assist the Manager in the general supervision of the store and to be directly responsible for those phases of the operations delegated by the Manager; to be responsible for the operation of the store in the absence of the Manager.

Qualifications:

High school graduation, with three years of experience in a warehouse or college graduation and managerial ability, drive, good judgment, planning personality.

BOWLING ALLEY MANAGER

Definition:

Under administrative supervision, to be responsible for the maintenance and operation of bowling alleys and related services.

Duties by Example:

To supervise the operations and maintenance of the bowling alleys; be responsible for cash receipts, income, and sales; supervise assistants; order supplies and equipment; organize bowling leagues, keep records, supervise billiard room; perform related duties as assigned.

Qualifications:

High school graduation; experience in bowling alley management; knowledge of bowling; managerial ability; tact; pleasing personality; good physical condition; minimum age 24.

FOOD PRODUCTION MANAGER

Definition:

Under supervision, to be responsible for the functional operation of a food service department.

Duties by Example:

To plan and organize the work of cooks, assistan cooks, kitchen helpers, and waiters; supervise food preparation; check and order supplies; assist in planning the menus; keep records; make reports; perform related duties involved in the efficient operation of the food service unit as assigned.

Qualifications:

University graduation; major in home economics, or equivalent training in institutional management; supervisory ability; good health and physical condition; ability to pass food handler's examination; at least three years of experience in food service management; tact; good judgment; minimum age 25.

Definition:

Under supervision, to be responsible for the functional operations of a food service department.

Duties by Example:

To plan and organize the work of cooks, waitress cooks, kitchen helper, and pantry; supervise food preparation; check and order supplies; assist in planning the menus; keep records; make reports; perform related duties invovled in the efficient operation of the food service unit as assigned.

Qualifications:

University graduation; major in home economics or equivalent; training in institutional management; experience; ability; good health and physical coordination; ability to make food preparation decisions; at least three years of experience in food service management; neat, good judgment; minimum age 21.

ASSISTANT FOOD PRODUCTION MANAGER

Definition:

Under supervision, to be responsible for the production and service of food.

Duties by Example:

To assist in supervising the preparation and service of food; assist in planning of menus; schedule personnel; check, order, and requisition foodstuffs and supplies; keep records of food costs; plan and supervise the general housekeeping and sanitation of the kitchens, dining rooms, and all adjacent areas; at all times be able to substitute for the Food Production Manager or Food Service Manager.

Qualifications:

High school graduation; at least two years of college training in home economics and several years of experience in kitchen supervision; or, graduation from an accredited college with a major in home economics and one year of experience in kitchen supervision; supervisory ability; good judgment; good health and physical condition; ability to pass food handler's examination; minimum age 25.

Definition.

Under experiences, to be responsible for the production and service of food.

Duties in general.

To assist in supervising the preparation and service of food; assist in planning of menus; calculate personnel costs, order, and receive foodstuffs and supplies; keep records of food costs; plan and supervise the general housekeeping and sanitation of the kitchens, dining rooms, and all adjacent areas; at all times be able to substitute for the food production manager or food service manager.

Qualifications.

High school graduation or three years of college training in home economics and nursing or dietetics in hotels or restaurants; or graduation from an accredited college with a major in home economics and two years of experience in food service supervision; considerable ability in good judgment, good health and physical condition; ability to plan food menus; a conservative attitude

FOOD SERVICE MANAGER (RESIDENCE HALLS)

Definition:

Under administrative supervision, to be responsible for the efficient operation of the Residence Halls food services.

Duties by Example:

To superintend the work of food production managers, dining room supervisors, dietitians, cooks, waiters, and other food service employees; estimate in advance the needs for materials, supplies, and methods; plan menus for the various units to coordinate the whole program based on supplies, costs, personnel, and equipment; manage the physical upkeep; supervise expenditures within the units to keep them within budgeted allowances; perform related executive duties involved in the management of a large food service unit.

Qualifications:

College graduation, or equivalent training in home economics or foods specialization; extensive experience in a large cafeteria or food service organization; thorough knowledge of cafeteria and dining room management; familiarity with health and safety principles; executive ability; minimum age 28.

FOOD SERVICE MACHINE (SUPERVISOR MAJOR)

Definition:

Under administrative supervision, is responsible for the efficient operation of the Dwellstone Hall's food services.

Duties by Examples:

Is responsible for work of food preparation personnel, dining room supervisors, dishwashers, waiters, and other food service employees; assists in setting the menus for balanced nutrition, and methods that comply with the minimum cost to maintain the whole project; keeps the physical layout, costs, personnel, and equipment records; supervises dietitians within the budget to keep them within budgeted allowances; performs related executive duties involved in the management of a large food service unit.

Qualifications:

College graduation, or graduate training in home economics or foods specialization; executive experience in a large cafeteria or food service operation; through knowledge of cafeteria and dining room management; familiarity with sanitary and safety principles; executive ability; minimum age 25.

FOOD SERVICE MANAGER

Definition:

Under administrative supervision, to be responsible for the efficient operation of a complex system of food services.

Duties by Example:

To superintend the work of dining room supervisors, dietitians, cooks, waiters, and other employees; to estimate in advance the needs for materials, supplies, and methods; plan banquets; be responsible for planning of menus; manage the physical upkeep; supervise expenditures and collections; perform related administrative duties involved in the management of a large food service unit.

Qualifications:

College graduation, or equivalent training in home economics or foods specialization; extensive experience in management of a large cafeteria or food service organization; thorough knowledge of cafeteria and dining room management; familiarity with health and safety principles; executive ability; minimum age 28.

Definition:

Under administrative supervision, to be responsible for the efficient operation of a complex system of vital services.

Duties in General:

To supervise through the work of direct subordinates, such, matters, and other employees in matters in advance the needs for material, supplies, and materials; plan budgetary be required in the planning of annual budget for physical and fiscal operating expenditures and coordination; perform related administrative duties involved in the management of a large food service unit.

Qualifications:

College graduation, or equivalent training in food service or in a closely related field; experience in management of a large enterprise in food service organization; thorough knowledge of personnel and fiscal management practices; ability to deal with and motivate people; ability to plan and supervise the work of others; and other qualifications as indicated by the class specification.

ASSISTANT FOOD SERVICE MANAGER

Definition:

Under direction of the Food Service Manager, to assist in the supervision of food preparation and serving, cleaning, and dishwashing.

Duties by Example:

To make working schedules for all employees; allocate all jobs and check on their performance; check menus and arrange serving stations; supervise all dishroom operations; arrange for supplies of clean trays, silver, etc.; arrange for bringing of food supplies from kitchen; be able to substitute for Manager in her absence.

Qualifications:

High school education, home economics degree desirable; at least five years of experience in a supervisory capacity; good physical condition; pleasing personality and appearance; knowledge of foods and prices; ability to meet the public and get along with employees; minimum age 28.

APPLICATION FOR SERVICE RECORDS

Duties:

Under direction of the Food Service Manager, to assist in the preparation of food products and serving, cleaning, and housekeeping.

Duties in Detail:

To make working schedules for all employees; allocate all jobs and check on their performance; check issues and arrange serving stations; supervise all dishroom operations; arrange for delivery of clean crocks, silver, etc.; arrange for ordering of food supplies from kitchen; to act as substitute for Manager in her absence.

Qualifications:

High school education, plus successful college training at least five years of experience in supervising, responsibility, good physical condition, planning personality and experience; knowledge of foods and various ability to meet the public and get along with employees; ability and [illegible]

HOUSE MANAGER

Definition:

Under the Director of Residence Halls, to be responsible for the managerment of a hall.

Duties by Example:

To supervise custodial staff; organize work schedules; plan menus; assist in the purchase of food and supplies; assist in the preparation of budgets; be responsible for records and reports; check payrolls and time cards; supervise the planning, preparation, and serving of meals; be responsible for the general care and upkeep of the building and equipment; perform related duties as assigned.

Qualifications:

University graduation or its equivalent; training in institutional management; at least two years of experience in planning menus; administrative ability; tact; pleasing personality; minimum age 28.

Definition:

Under the direction of Business Office, to be responsible for the management of a hall.

Duties to include:

To supervise custodial staff; organize work schedules; plan annual budget in the purchase of food and supplies; oversee in the preparation of budgets; be responsible for records and reports; check payrolls and time cards; supervise the planning, preparation, and serving of meals; be responsible for the general care and upkeep of the building and equipment; perform related duties as assigned.

Qualifications:

University graduation or its equivalent; training in institutional management; or three years of experience in planning personal administrative ability; neat, pleasing personality; minimum age 25.

ASSISTANT HOUSE MANAGER

Definition:

Under the House Manager, to assist in the management of a residence hall.

Duties by Example:

To organize work schedules; supervise subordinates; be responsible for receipt and issuance of supplies; assist in planning of menus; plan special functions; serve as chaperon at social functions; perform related supervisory duties as assigned.

Qualifications:

University graduation or its equivalent; training in institutional management; supervisory ability; pleasing personality; poise; good judgment; minimum age 21.

SECONDARY STATE MEDICINE

Definition:

Under the Crime Number, 31 relates to the enforcement of a residence Writ.

Letter by Secretary:

To organize work schedules; supervise maintenance; is responsible for receipt and issuance of supplies; assists in drawing of menus; plan special functions; serve as custodian at social functions; performs duties assigned supervisory duties as required.

Qualifications:

University graduation or its equivalent; training in institutional management; experience; ability; planning personality; tolerance; good judgment; minimum age 21.

LABORATORY MANAGER

Definition:

To be responsible for carrying out administrative and business details of a large research laboratory or project according to plans and policies established by laboratory staff.

Duties by Example:

To be responsible for securing and supervising nonacademic personnel, including organizing of groups of temporary specialized labor; assist in procurement of specialized equipment or material requiring technical knowledge and judgment; conduct contract negotiations; supervise operation of stockroom of general scientific research supplies and equipment, including maintenance of records and inventory; prepare and edit semi-technical written matter relating to research and development on project; assist in preparation of patents.

Qualifications:

University graduation, preferably in scientific or engineering curriculum; at least five years of experience in research or development laboratory duties similar to those outlined above; minimum age 25.

LAUNDRY MANAGER

Definition:

Under administrative direction, to be responsible for the operation of a laundry.

Duties by Example:

To assign work and instruct laundry workers; inspect the operation of laundry machinery and arrange for necessary adjustments and repairs; keep records of supplies and employees' time; prepare solutions; direct the cleaning of the laundry; assist when necessary in the operation of equipment; keep cost records; make reports and recommendations.

Qualifications:

Grade school education; five years of experience in the operation of steam laundry, two years of which shall have been in a supervisory capacity; supervisory ability; knowledge of various textiles; knowledge of wash room supplies and their uses; good physical condition; minimum age 25.

OFFICE MANAGER
(Division of Services for Crippled Children)

Definition:

Under the direction of the Comptroller of the University and the Director of Division of Services for Crippled Children, to assist in the administration and operation of the business functions of the Division and to perform responsible accounting, auditing and budgeting work, including supervision of all physical equipment, purchases for the division and related work.

Duties by Example:

To prepare budgets and financial statements relative to the division; supervise all accounting reports and reconciliations; verify the accuracy of transcriptions and compilations; check and approve all vouchers; requisition supplies and equipment; handle routine correspondence; prepare special reports and records as requested; check and approve all bills; audit all hospital bills submitted; fill orders requisitioned by district offices; prepare leases for central and district offices; check and approve all payroll vouchers; keep records of vacations, sick leaves; maintain free balance records on vacant or partially used positions; approve requisitions for repairs of automobiles and maintain log of mileage.

Qualifications:

High school graduation; college graduation desirable; completion of an approved accounting course in an accredited business school; advanced courses in business management, economics and statistics desirable; advanced courses in commercial

OFFICE MANAGER
(Division of Services for Crippled Children)
(Continued)

Qualifications (Continued)

law and supervision; five years experience in a university or in a large-scale business or institutional office, two of which must have been in a supervisory capacity, with a thorough knowledge of University business and purchasing procedures; supervisory and administrative ability; personality conducive to harmonious relationship with people; resourcefulness; initiative; good health; high aptitude in accounting and system development; minimum age 28.

PARK MANAGER

Definition:

Under administrative supervision, to be responsible for the performance of all duties relating to the maintenance, operation, security, and improvements of Allerton Park.

Duties by Example:

Administration of all personnel, records, and equipment required for park operations; make surveys, preliminary designs and reports relative to proposed improvements; supervise construction; be responsible for security measures, police and fire protection; supervise park activities in accordance with rules, regulations, and policies as established.

Qualifications:

College graduate with technical training in landscape architecture and engineering; minimum of five years practical experience as a landscape architect, a substantial amount of which is in the field of park and recreational planning; good physical condition; pleasing personality; ability to meet and deal harmoniously with the public in an agreeable manner; tact; diplomacy; and good judgment.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

TRAFFIC MANAGER

Definition:

Under administrative supervision, to assume responsibility for distribution of all commodities received by the University.

Duties by Example:

Obtain quotations of rates; supervise tariff files; audit transportation bills; handle overcharges and loss or damage claims; route shipments for best or quickest delivery at lowest costs; trace shipments; arrange car supply; pack for shipment; receive freight; prepare shipping papers; supervise local and plant transportation; select warehouse and distribution centers; prepare cases before the commissions; advise Purchasing Department of changes affecting shipments.

Qualifications:

College degree or equivalent in training and experience; several years of experience in transportation work, preferably in industrial or commercial traffic fields.

MANAGER OF CHICAGO ILLINI UNION

Definition:

Under administrative supervision, to be responsible for the management of the Chicago Illini Union.

Duties by Example:

To coordinate the operation and program of the Chicago Illini Union, including the food service, social, and recreational programs; be responsible for accounts, collections, and deposits; prepare budgets; supervise staff; serve as host to visiting delegations and campus organizations; perform related duties as assigned.

Qualifications:

University graduation, with training in business management desirable; extensive experience in business administrative work; integrity; tact; good judgment; ability to deal harmoniously with students, faculty, and the general public; minimum age 28.

MANAGER OF PHOTOGRAPHIC LABORATORY

Definition:

Under supervision of the Director of Physical Plant, to be responsible for the efficient and financially successful operation of the photographic and blueprinting laboratory.

Duties by Example:

To plan and supervise the work of all employees of the department; be responsible for all photographic work going through the department including taking of photomicrographs, sound, and silent motion picture photographs; preparing lantern slides; printing of photographs; supervise receipt of orders and deliveries; be responsible for charges and collections, records, reports, pay rolls, and budgets; supervise blueprinting and photostating; perform or supervise highly technical work in photography; be responsible for maintenance of equipment; perform related duties as assigned.

Qualifications:

High school graduation; thorough knowledge of photography, blueprinting work, of which at least two years must have been in a supervisory capacity; ability to take good pictures with all types of photographic equipment; tact; integrity; good health; ability to deal harmoniously with faculty and staff; minimum age 25.

MINUTES OF PHOTOGRAPHIC LABORATORY

Definition:

Under supervision of the Director of Personnel Plant, to be responsible for the efficient and financially successful operation of the photographic and blueprinting laboratory.

Duties by Example:

To plan and supervise the work of all employees of the department; be responsible for all photographic work going through the department including taking of photomicrographs, copy, and silent motion picture photography; operating camera; printing; printing of photographs; supervise receipt of orders and deliveries; be responsible for charges and collections; records, reports, pay rolls, and budgets; supervise blueprinting and photostating; perform or supervise highly technical work in photography; be responsible for maintenance of equipment; perform related duties as assigned.

Qualifications:

High school graduation; thorough knowledge of photography, blueprinting work, of which at least two years must have been in a supervisory capacity; ability to take good pictures with all types of photographic equipment; tact; integrity; good health; ability to deal harmoniously with faculty and staff; attorney age 25.

MANAGER OF STUDENT SUPPLY STORE
(Chicago)

Definition:

Under the general direction of the Business Manager, to be responsible for the successful operation of the Student Supply Store.

Duties by Example:

To determine in cooperation with the various department heads in the Chicago colleges, all books, materials, supplies, and equipment required for college courses; prepare specifications and itemized lists in requisition form for purposes of purchase; stock and assemble outfits, supplies, equipment, and books for student distribution; act as custodian of University-owned microscopes, instrument cases, and other items issued on rental basis; maintain adequate stocks of supplies through cooperation with the Purchasing Office; keep a perpetual stock inventory record; prepare monthly and annual reports; negotiate all departmental and student sales, either for cash or on conditional sales contract; price merchandise; contact vendors for new products; supervise the work of other employees; perform related duties as assigned.

Qualifications:

High school graduation, with university graduation desirable; three years of experience in university or college bookstore, at least two of which have been in a supervisory capacity; managerial and administrative ability; tact; good judgment; integrity; pleasing personality; minimum age 25.

Definition:

Under the general direction of the Chief Executive, to be responsible for the successful operation of the Bureau Study Tours.

Duties of Position:

[illegible] to cooperation with the various departments heads in the Chicago complex, all tools, materials, supplies, and equipment required for [illegible] operations. Assist in evaluation [illegible] of purchased stock and assembled articles, supplies, and tools for present distribution and [illegible] of Industry-owned properties, including [illegible] stock, and other items leased or rented basis; maintain adequate stocks of supplies through cooperation with the Traveling Section [illegible] purchase [illegible] secure inventory records pertaining [illegible] supplies; [illegible] [illegible] [illegible]

MANAGER OF TEMPORARY FAMILY HOUSING

Definition:

Under the Supervisor of Temporary Housing, to provide staff assistance in the administration of the University temporary housing program, especially in matters dealing with operation of family dwelling units.

Duties by Example:

To inspect buildings, grounds, and equipment; review requisitions for supplies and service; maintain contact with the Physical Plant Department and other University departments; conduct personal interviews and consultations; prepare and arrange assignments for new occupants; check occupants in and out of dwellings; review, approve, and sign leases, rental adjustments, daily reports; prepare forms and statements; advise in matters pertaining to personal and community problems and activities; supervise publications for group; supervise work of subordinates; perform related duties as required.

Qualifications:

University graduate; general administrative experience with interest in administrative work; Veteran of World War II; ability to get along with people; pleasant appearance; male.

MEMBERS OF DEPARTMENT PARTLY EXCUSED

Definition:

Under the Reservation of Temporary Vacancy, to provide staff assistance in the administration of the University temporary housing program, especially in matters dealing with operation of family dwelling units.

Duties by Groups:

To inspect buildings, grounds, and equipment; review requisitions for supplies and material; maintain contact with the Physical Plant Department and other University departments; conduct personal interviews and consultations; prepare work assignments for new occupancy; and sign leases, rental adjustments, approved, and sign leases, rental adjustments, daily reports; prepare time and attendance; advise in matters pertaining to personal and community problems and activities; supervise subordinates; perform related duties as required.

Qualifications:

University graduate; general administrative experience with interest in educational world; Veteran of World War II; ability to get along with people; pleasant appearance; male.

ASSISTANT MANAGER OF TEMPORARY FAMILY HOUSING

Definition:

Under the Manager of Temporary Family Housing, to provide staff assistance in the administration of the University temporary housing program.

Duties by Example:

To assist the Manager of Temporary Family Housing in the arrangement and preparation of work for the clerical staff; in the inspection of buildings, grounds, and equipment; in the review of requisitions; in the maintenance of contacts with the Physical Plant and with other University departments; in conducting personal interviews and holding consultations; in the preparation and arrangement of assignments for new occupants; in checking occupants in and out of dwellings; in the review, approval, and signing of leases, rental adjustments, daily reports; in the preparation of forms and statements; in matters pertaining to personal and community problems and activities; in the supervision of publications; in the performance of related assigned duties.

Qualifications:

University graduate; general administrative experience; Veteran of World War II, with a successful background that would point toward a sustained interest in administrative work in the University field; ability to get along with people; pleasant appearance; cooperative; willing to work under supervision; male.

ASSISTANT MANAGER OF TEMPORARY FAMILY HOUSING

Definition:

Under the Manager of Temporary Family Housing, to provide staff assistance in the administration of the University temporary housing program.

Duties by Example:

To assist the Manager of Temporary Family Housing in the arrangement and preparation of units for the clerical staff; in the inspections of buildings, grounds, and equipment; in the review of requisitions; in the maintenance of contacts with the Physical Plant and with other University departments in connection personal interviews and building consultations; in the negotiation and arrangement of assignments for new occupants; in checking occupants in and out of dwellings in the review, approval, and storing of leases, rental adjustments, daily reports; in the preparation of forms and statements; in matters pertaining to personal and community problems and activities; in the supervision of janitorial duties, in the performance of related assigned duties.

Qualifications:

University graduate; general administrative experience; Veteran of World War II, with a favorable background that would point toward a vocational interest in administrative work in the University fields; ability to get along with people; pleasant appearance; cooperative; willing to work under supervision; male.

MATRON

Definition:

Under direction of the Director of Nurses, to be responsible for dormitory activities in the Nurses' Residence.

Duties by Example:

To make regular inspection of rooms and conditions in the Residence; perform office duties; guide and direct the student nurses within the household; maintain discipline and carry out established policies and principles of the home; be responsible for the linen supply; visit and care for nurses when ill and accompany physician to their rooms; report infraction of house rules; order supplies; report need for repairs and replacement of furnishings.

Qualifications:

High school graduation, registered nurse status desirable; supervisory ability; tact; good judgment; ability to get along well with others; minimum age 35.

Definition:

Under direction of the Director of Nursing, is responsible for housekeeping activities in the Nurses' Residence.

Duties by Example:

To make regular inspection of rooms for conditions in the residence; performs office duties; guides and directs the student nurses within the household; maintain discipline and carry out established policies and principles of the home; is responsible for the linen supply; visit and care for nurses when ill and accompany physicians to their rooms; report infractions of house rules; order supplies; report need for repairs and replacement of furnishings.

Qualifications:

High school graduation, registered nurse preferable; experience; ability to get along well with others; minimum age 35.

ASSISTANT MATRON

Definition:

Under direction of Matron, to assist her with activities in the Nurses' Residence.

Duties by Example:

To make regular inspection of the building; perform simple office duties; assist with the guidance and direction of student nurses and in maintaining discipline and established policies within the home.

Qualifications:

High school graduation; housekeeping experience desirable; tact; good judgment; ability to get along with others; minimum age 30.

ASSISTANT MATRON

MEAT CUTTER

Definition:

Under supervision, to be responsible for the cutting of meats and the care of meats and meat products.

Duties by Example:

To receive, process, and store meats; cut meats; prepare meats and meat products for cooking; keep equipment in sanitary condition; perform related duties as assigned.

Qualifications:

High school graduation; experience and skill as a meat cutter; initiative; ability to pass food handler's examination; minimum age 18.

Definition:

Under supervision, to be responsible for the cutting of meats and the care of meats and products.

Duties or Example:

To receive, process, and store meats; cut meats; prepare meats and meat products for cooking; prepare ready-to-cook products to satisfy customer specifications related cutting or portions.

Qualifications:

High school graduation; experience and skill as a meat cutter; initiative; ability to pass local health department examination; minimum age 18.

AIRCRAFT MAINTENANCE AND LINE MECHANIC

Definition:

Under the direction of the Aircraft Maintenance Engineer, to perform responsible duties in the maintenance and repair of aircraft at the University Airport.

Duties by Example:

To supervise subordinates, make such repairs as may be assigned on aircraft and engines in the parts of the shop or on the flight line; run line, top, and periodical inspection on aircraft and engines; operate drills, lathes, and testing devices; install aircraft and engine instruments.

Qualifications:

High school graduate, or equivalent; Civil Aeronautics Authority Aircraft and Engine license; good judgment; accuracy; tact; integrity; supervisory ability; minimum age 20.

AIRCRAFT MAINTENANCE AND LINE MECHANIC

GENERAL AIRPORT MECHANIC

Definition:

Under general direction, to perform the duties requiring a high degree of skill involved in servicing and repairing airport machinery.

Duties by Example:

Check automotive equipment for defects; repair motors, tractors, snow removal equipment, trucks, and busses; perform related duties as assigned.

Qualifications:

Grade school education, high school preferred; at least five years of full-time experience in machinery servicing and general repair work; good physical condition; good judgment; minimum age 20.

GENERAL AIRCRAFT MECHANIC

Definition:

Under general direction, to perform the duties requiring a high degree of skill involved in servicing and repairing aircraft (Engines).

Duties by Example:

Check mechanical equipment for defects; repair motors, gearing, drum removal equipment, brakes, and runners; perform related duties as assigned.

Qualifications:

Needs actual minimum, high school preferred; at least five years of full-time experience in machinery servicing and general repair work; good physical condition; good judgment; minimum age 20.

AUTOMOTIVE MECHANIC

Definition:

Under the Garage Foreman, to perform skilled mechanical work on automotive vehicles.

Duties by Example:

To repair motors; make wheel alignments; adjust brakes; install heaters and defrosters; do disassembling and overhauling of engines, transmissions, differentials, and other assemblies; replace worn or broken parts; grind valves; use specialized garage machines, gauges, and tools; perform related duties as assigned.

Qualifications:

Grade school education; at least five years of experience in a recognized garage performing duties of general overhauling and rebuilding of automotive equipment; thorough working knowledge of general ignition and carburetor systems; experience in synchronizing equipment; vacuum and test gauges, brake testing, wheel alignment, and light testing equipment; ability to work with others; pleasant disposition; minimum age 23.

Definition:

Under the George Foreman, to perform skilled mechanical work on automobiles vehicles.

Duties by Example:

To locate problems with wheel alignment, adjust brakes, install transmissions and diagnose problems in engines, transmissions, differentials, and other assemblies; replace worn or broken parts; grind valves; use specialized garage machines, fixtures, and hoist; perform duties as required.

Qualifications:

Three years education; at least five years of experience in a recognized garage performing duties of general overhauling and rebuilding of automotive equipment; thorough working knowledge of general theory and construction and common principles involved in repairing automobiles; ability to work with others; mechanical aptitude; high degree of skill; ability to read and interpret blueprints

ELEVATOR MECHANIC

Definition:

Under the Elevator Operations Foreman, to inspect and service elevator equipment.

Duties by Example:

To adjust motor, generator, excitor, voltage regulator, and floor selector brushes, contacts, and switches; adjust governors and safety switches; install cables, bearings, gears, and brakes; inspect and service hydraulic elevators and electric dumb waiters; inspect and service book conveyors, Lamsen Tube System, and hand power elevators; oil and grease motors and equipment as assigned; perform related duties necessary to efficient elevator service.

Qualifications:

High school education; at least five years of experience in actual elevator construction work for one of the nationally known elevator manufacturers; ability to maintain the operation of all types of elevator equipment and to perform any of the outlined "Duties by Example"; good physical condition, with normal vision and hearing; personable and neat appearance; ability to work constructively with others; minimum age 23.

Definition:

Under the direction (Operations Foreman), to inspect and service elevator equipment.

Duties by Example:

To adjust motor, generator, exciter, voltage regulator, and floor selector irregular, contacts, and switches; adjust governors and safety switches; install cables; bearings, gears, and brakes; inspect and service hydraulic elevators and electric dumbwaiters; inspect and service book conveyors, lamens type system, and hand power elevators, oil and grease motors and equipment as assigned; perform related duties necessary to efficient elevator service.

Qualifications:

High school education; at least five years of experience in actual elevator construction work (or one of the preceding steps elevator mechanic), ability to maintain the operation of all types of elevator equipment and to perform any of the duties listed by Example"; good physical condition, with normal vision and hearing necessary to perform the above duties; ability to work constructively with others; minimum age 21.

SENIOR LABORATORY MECHANIC

Definition:

Under general direction, to perform duties requiring a high degree of skill in the development, construction, and repair of experimental and laboratory equipment.

Duties by Example:

To be responsible for mechanical work of employees of lower rank in the laboratory or shop; assist in planning, layout, and construction of experimental and scientific equipment; construct equipment from blueprints and diagrams; design and construct apparatus; give technical advice on use and design of apparatus; instruct laboratory mechanics and assistants in the assembling, operation, and repair of equipment; perform highly skilled work on wood and steel lathes; operate precision instruments; advise on the purchase of materials, machinery, tools, and general equipment of the shop.

Qualifications:

High school education or equivalent training, extensive experience and high degree of skill in constructing scientific apparatus; ability to do mechanical precision work; excellent physical condition; dependability; good judgment; minimum

CLASS TITLE: LABORATORY MECHANIC

Definition:

Under general direction, to perform duties requiring a high degree of skill in the development, construction, and repair of experimental and laboratory equipment.

Duties by Example:

To be responsible for mechanical work of employees of lower rank in the laboratory as directed in planning layout, and construction of experimental and scientific equipment; construct equipment from blueprints and diagrams; design and construct apparatus; give technical advice on use and design of apparatus; instruct laboratory workmen and assistants in the assembling, operation, and repairs of equipment; perform highly skilled work on wood and other lathes; operate precision instruments; advise on the purchase of materials, machinery, tools, and general equipment of the shop.

Qualifications:

High school education or equivalent training, extensive experience and high degree of skill in constructing scientific apparatus; ability to do mechanical precision work; excellent physical condition; dependability; good judgment; ingenu

JUNIOR LABORATORY MECHANIC

Definition:

Under general supervision, but with wide degree of independent judgment, to perform mechanical work in laboratories or shops.

Duties by Example:

To be responsible for assembling, dis-assembling, and operation of experimental apparatus; supervise assistants; operate experimental furnaces, and prepare ore samples; perform tests and experiments; assist in class demonstrations; make repairs on, and construct, experimental apparatus; operate wood and steel lathes; perform carpenter work; make patterns and castings; perform related duties as assigned.

Qualifications:

High school education or equivalent; at least two years of mechanical experience, preferably in construction and repair of laboratory equipment; good physical condition; minimum age 21.

CORNELL UNIVERSITY LIBRARY

ASSISTANT LABORATORY MECHANIC

Definition:

Under supervision, to perform simple mechanical work in a laboratory or shop.

Duties by Example:

To assemble and disassemble experimental apparatus; repair mechanical equipment; assist in construction and care of apparatus; do lathe and other machine work; operate all types of laboratory machinery; assist in tests and experiments; perform related labor.

Qualifications:

Grade school education, technical school training desirable; mechanical ability; good physical condition; experience in general mechanical trades as required; minimum age 18.

Definition:

Under supervision, to perform simple routine work in a laboratory or clinic.

Duties by Example:

To assemble and disassemble experimental apparatus; prepare equipment and reagents; help in construction and care of apparatus; do janitor and other service work; records all data of laboratory routine; consult to keep the operations; perform related duties.

Qualifications:

Basic school education, technical school training; desirable; mechanical ability; good physical condition; experience in general laboratory practice or courses; minimum age 18.

POWER PLANT MECHANIC

Definition:

Under the Chief Plant Operating Engineer, to maintain and repair power plant equipment.

Duties by Example:

To clean boilers, superheaters, economizers, and preheaters; repair and maintain boilers, condensers, cooling tower, air, and oil coolers, coal and ash handling equipment, stokers, special valves, piping, insulation; clean and oil power plant equipment; do welding; check leaks; perform related duties as assigned.

Qualifications:

Grade school education, with a minimum experience of three years in one of the following trades: steamfitter, machinist, welder, boilermaker, electrician, millwright, assistant power plant mechanic, or steam distribution work; graduation from high school or the equivalent graduation from a recognized trade school will be accepted year for year up to a maximum of two years in lieu of experience; good physical condition; minimum age 24.

POWER PLANT MECHANIC

Definition:

Under the Chief Plant Operating Engineer, to maintain and repair power plant equipment.

Duties by Example:

To clean boilers, superheaters, economizers, and preheaters; repair and maintain boilers, condensers, cooling tower, air, and oil coolers, coal and ash handling equipment, grates, special valves, piping, insulation; clean and oil power plant equipment; do welding; check leaks; perform related duties as assigned.

Qualifications:

Grade school education, with a minimum experience of three years in one of the following trades: millwright, machinist, welder, boilermaker, electrician, millwright, assistant power plant mechanic, or steam distribution work; graduation from high school or the equivalent; graduation from a recognized trade school will be accepted year for year up to a maximum of two years in lieu of experience; good physical condition; minimum age 21.

REFRIGERATION MECHANIC

Definition:

To perform journeyman work involving repair and maintenance of refrigeration equipment.

Duties by Example:

To overhaul and service refrigerator units and parts by repairing or replacing and adjusting worn or broken parts on boosters, condensers, compressors, water, and vacuum pumps and brine agitators; test refrigeration equipment for refrigerant leaks; repair and adjust valves, piping connections, fittings, and couplings; remove and install electric motors and thermostats; lay out, assign, and direct the work of a Refrigeration Mechanic Helper on overhaul and repair work; re-design, modify, and rebuild compressors and other refrigeration equipment; inspect refrigeration systems and units; locate defects and make adjustments or repairs; estimate the cost of work, including job materials, parts, electrical, sheetmetal, and labor costs; maintain records and prepare reports on repair and services accomplished; assist engineers on planning modification and new installation projects and in preparation of specifications; perform related work as required.

Qualifications:

High school graduation and completion of a vocational trade school training course in refrigeration repair work; some journeyman experience in the operation, maintenance, and repair of refrigeration units and equipment; considerable knowledge of the principles,

Definition:

To perform journeyman work involving repair and maintenance of refrigeration equipment.

Duties of Journeyman:

To maintain and service refrigerator units and parts by repairing or replacing old defective parts or broken parts on icemakers, condensers, motors, and various pumps and drive mechanisms; test refrigeration equipment for refrigerant leaks; repair and adjust valves, piping connections, fittings, and controls; remove and install electric motors and thermostats; lay out, assign, and direct the work of a Refrigeration Mechanic in case of absence and other work; re-charge, modify, and maintain compressors and other refrigeration equipment; diagnose refrigeration systems and trace leaks; locate and make adjustments on faulty; estimate time cost of work, including job materials, parts, electrical, chemical, and labor costs; maintain records and prepare reports as required; may supervise assistants; assist engineers on planning modification and new installation projects; and do related work as required.

Qualifications:

High school graduation and completion of a vocational trade school training course in refrigeration repair work; some journeyman experience in the operation, maintenance, and repair of refrigeration units and equipment; considerable knowledge of the principles,

REFRIGERATION MECHANIC
(Continued)

Qualifications (continued):

practices, materials, tools, and equipment of refrigeration equipment operation, maintenance, and repair; knowledge of the hazards and safety precautions of the work; skill in locating and correcting defects in refrigeration equipment; skill in use of tools, equipment, and practices in refrigeration repair and maintenance; ability to understand and follow oral and written directions and work from blueprints.

REFRIGERATION TECHNICIAN
(Continued)

Qualifications (Continued):

practices, materials, tools, and equipment of refrigeration equipment operation, maintenance, and repair; knowledge of the hazards and safety precautions of the work; skill in inspecting and correcting defects in refrigeration equipment; skill in use of tools, equipment, and practices in refrigeration repair; and considerable ability to understand and follow oral and written directions and work from blueprints.

TELEPHONE MECHANIC

Definition:

Under general supervision, to maintain and repair telephone installations including receivers, transmitters, cables, and switchboards.

Duties by Example:

To repair telephone lines, switchboard and other telephone equipment; test telephone equipment with standard instruments to locate trouble; repair telephone cable; lay out plans for new circuits and estimate materials required; service other electrical systems such as signal systems, buzzers, burglar alarms, public address systems, automatic calling systems, and electric time clocks.

Qualifications:

Good physical condition; training or experience adequate to enable him to perform above duties; high school education desirable; minimum age 18.

Definition:

Under general supervision, to maintain and repair telephone installation including receivers, cords, and switchboards.

Duties by Level:

To repair telephone lines, switchboard and other telephone equipment; must telephone equipment with physical impairments to locate trouble; repair telephone cable; lay out plans for new circuits and estimate materials required; service other electrical devices such as signal systems, burglar alarms, public address systems, and electric time clocks.

Qualifications:

Good physical condition; training or experience necessary to enable him to perform above duties. High school education desirable; ability to

REFRIGERATION MECHANIC HELPER

Definition:

To perform semi-skilled work, involving the repair and maintenance of refrigeration equipment.

Duties by Example:

To test and check for refrigeration leaks; assist Refrigeration Mechanic on overhaul and repair of refrigeration units by dis-assembling, checking, and repairing or replacing parts; assembling and testing for leaks in condensers, compressors, pipes, fittings, couplings, and valves; repair some parts by simple welding and brazing; remove and install electric motors and thermostats; repair and check carburetors and install carbon dioxide gas cylinders; service and repair air conditioning equipment, fans, and circulating pumps; assist in overhauling and installing air compressors and compressor pumps; perform related work as required.

Qualifications:

High school graduation and completion of a vocational trade school training course in refrigeration equipment repair work; working knowledge of the principles, practices, materials, and tools of refrigeration equipment maintenance and repair; knowledge of the hazards and safety precautions of refrigeration work; skill in making minor repairs to and in assisting in the overhaul of refrigeration equipment; some skill in the use of tools and practices in general mechanical repair work; some experience in the repair and maintenance of refrigeration equipment.

Definition:

To perform semi-skilled work, installing the repair and maintenance of refrigeration equipment.

Tasks in Example:

To take and place the refrigerator; select replacement fittings on arrival, and repair of refrigeration units by disassembling, checking, and repairing or replacing parts; assembling and testing for leaks in copper, compressors, pipes, fittings, coupling, and valves; repair room parts by electric welding and brazing; remove and install electric motors and thermostats; repair and adjust thermostats and install various kinds of refrigeration equipment; maintain air conditioning equipment, fans, and circulating pumps; operate overhauling and installing air compressors and compressor power devices; obtain work as required.

Qualifications:

High school graduation and completion of [illegible] vocational trade school training course in refrigeration equipment repair work; working knowledge of the principles, practices, operation, and tools of refrigeration equipment maintenance and repair; knowledge of the hazards due safety precautions of refrigeration work; skill in making minor repairs to and in operating the various of refrigeration equipment; some skill in the use of tools and practices in general mechanical repair work; some experience in the repair and maintenance of refrigeration equipment.

MEDICAL OFFICER, DIVISION OF SERVICES FOR CRIPPLED CHILDREN

Definition:

Under the general administrative direction of the Director, to be responsible for the medical aspects of the Division's program.

Duties by Example:

To organize and direct the operation of diagnostic clinics; formulate improvements in clinical procedure; review recommendations for medical care; prepare standards for medical personnel of the Division; analyze medical services rendered; cooperate with local health and welfare agencies in rendering medical services to Division patients; address and secure the cooperation of professional and lay groups in connection with the services offered by the Division; participate in staff training activities; cooperate with the supervisor of medical social service and orthopedic and public health nursing to the end that an integrated program may result; cooperate in the conduct of special studies and the preparation of research analyses and reports; make pediatric apparaisals and recommendations and serve as liaison officer between the administrators and the physicians serving the Division; perform related duties as assigned.

Qualifications:

Graduation from an approved medical school, at least one year internship in an approved hospital, and license to practice medicine in Illinois; two years of specialized training in pediatrics, or one year post-graduate training in public health

MEDICAL OFFICER, DIVISION OF SERVICES FOR CRIPPLED CHILDREN
(continued)

Qualifications: (continued)

with a degree of Master of Public Health or its equivalent and one year of specialized training in pediatrics; practice in pediatrics, orthopedics, or public health desirable; thorough knowledge of general medical practice; a knowledge of clinic procedures, medical forms, record systems of pediatric or public health procedures and of facilities and state and federal laws pertaining to service to crippled children; ability to work efficiently with people; tact; good judgment; minimum age 28.

MEDICAL OFFICER, DIVISION OF SERVICES FOR
CRIPPLED CHILDREN
(continued)

Qualifications (continued)

MESSENGER

Definition:

Under direct supervision, to perform messenger duties and simple clerical work.

Duties by Example:

To receive and deliver supplies for departments; carry and shelve books; sort and deliver letters, messages, documents, records, and inter-office memoranda; make trips to and from outside establishments; keep simple records; clean office equipment; check supplies; perform miscellaneous errands.

Qualifications:

Grade school education; good physical condition; agility; dependability; accuracy; minimum age 18.

Definition:

Under direct supervision, to perform accounting duties and simple clerical work.

Duties by Example:

To receive and deliver supplies for department; carry and stock books; sort and deliver letters, newspapers, documents, records, and inter-office memoranda; make trips to and from outside offices; keep simple records; clean office . stockroom; check supplies; perform miscellaneous errands.

Qualifications:

Grade school education; good physical condition; agility; dependability; accuracy; minimum age 16.

MOLDER

Definition:

Under supervision, to shape pliable material to the desired form and to process the molded objects for hardening; /or/ to prepare and finish from workable materials the molds or forms for the casting of desired objects.

Duties by Example:

To make block, case, or working molds of plaster of paris; to half-embed model in clay, treat with soap solution and cover with plaster of paris, harden turn and complete the block mold; by similar process to make case molds and from the case molds as many working molds as are desired; /or/ to operate press machine for the shaping of plastic or malleable material to desired shapes; /or/ to mix and knead clay or other soft material and mold it by hand either to fill molds which cannot conveniently be filled by machine or to achieve the desired shapes without molds; to use mallet, jogger, and other tools required to fill and remove molds.

Qualifications:

Grammar school education required, high school graduation desirable; good physical condition, demonstrated ability to perform required duties; minimum age 20.

[illegible]:

[illegible] observation, to [illegible] material in the desired form and to process the molten material \or\ to remove and fetch from workable materials the solid or fluids for the melting of desired objects.

[illegible] in Temple:

In pole block, case, or vicinity walls or cluster of parts to self-cooled model in clay, wood with case solution and cover with plaster of paris, Datum bars and complete the block solar by electric process in melt pole mold and then the case solid or more working joints or are desired \or\ to operate mass reading for the shaping of plastic or solidific material to desired degree, \or\ to mix and knead clay or other soft material and mold it by hand either to fill [illegible] remove correspondingly to fitting by tackle \or\ to achieve the desired change object with. In one relief, layer, one other mold together to fill and remove molds.

Specifications:

Create mixed objection required, Step method production assembly good physical qualities, concentrated ability to perform required devices, volume age [illegible].

CLINIC NURSE

Definition:

Under the Director of Outpatient Nurses, to supervise and administer an assigned clinic.

Duties by Example:

To be responsible for efficient management of assigned clinic; assist staff in teaching and research programs; prepare patients for examination; assign patients to students and medical staff; assume responsibility for student conduct; assist the doctors; assist in care and comfort of patients; check all patients' charts; make appointments for patients; arrange for consultations and transfers, make out laboratory requests; keep departmental records and files; maintain equipment and requisition supplies; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients; three years toward university degree desirable; at least three years of experience with preference for clinic or public health work immediately preceding application; administrative experience desirable; ability to get along with others; ability to meet emergency situations; minimum age 24.

Definition:

Under the Director of Operations Bureau, to supervise and administer an assigned district.

Duties by Example:

To be responsible for efficient management of assigned district; working closely in executing and promoting program policies for maximum results; responsible to students and faculty; arranges responsibility for student conduct; assists the Bureau; assists in work and conduct of students; check rail policies; makes appointments for personal services for counselling and evaluation; aids the Director; keeps departmental records and files; maintains equipment and recommends purchase replacement items as required.

Qualifications:

High school graduation and graduation from an accredited business school or college; 2 years experience in public contact work; three years broad university training or equivalent; ability to make emergency decisions; ability to get along with others; ability to make emergency decisions; ability to get along with others.

HEAD NURSE

Definition:

Under the direction of the Supervising Nurse, to be responsible for the management and supervision of the nursing service of a single hospital ward unit.

Duties by Example:

To oversee the general administration of the ward and the nursing care and treatment of patients; be responsible for carrying out established administrative policies and procedures; collaborate with the Medical Staff in the care and treatment of patients; handle admissions, transfers, and discharges; order supplies and drugs; supervise the administration of medicines and treatments as prescribed by the Medical Staff; instruct and supervise staff nurses, student nurses, nurse's aides, orderlies, and ward clerks; make reports; check records; make rounds with doctors, conduct staff conferences; assist supervising nurse in the discharge of her duties.

Qualifications:

High school graduation, graduation from an accredited school of nursing in a hospital having a daily average of 50 or more patients; Certificate as registered nurse; university courses in advanced nursing education, in ward management and ward supervision desirable; two years of experience in nursing, one year of which must have been spent in the capacity of staff nurse; supervisory ability; ability to meet emergency situations calmly; ability to get along with others; minimum age 23.

Definition:

Under the direction of the Supervising Nurse, is responsible for the management and supervision of the nursing service of a single hospital ward unit.

Duties by Example:

To oversee the general administration of the ward and the nursing care and treatment of patients; be responsible for carrying out established administrative policies and procedures; collaborate with the Medical Staff in the care and treatment of patients; handle admissions, transfers and discharges; order supplies and drugs; supervise the administration of medications and treatments as prescribed by the Medical Staff; instruct and supervise staff nurses, student nurses, nurse's aides, orderlies, and ward clerks; make reports, confer with doctors, contact staff conferences; assist supervising nurses in the discharge of her duties.

Qualifications:

High school graduation, graduation from an accredited school of nursing in a hospital having a daily average of 50 or more patients; certificate as registered nurse; successful experience in nursing supervision, in ward management and ward organization; completion of one year of which must have been spent in the capacity of staff nurse; supervisory ability; ability to meet emergency situations calmly; ability to get along with others; eligible for R.N.

ASSISTANT HEAD NURSE

Definition:

Under the direction of a Head Nurse, to assist in the supervision of the nursing service of a single hospital ward unit.

Duties by Example:

To assist with the supervision of Staff Nurses and the ward teaching of student nurses; act as ward instructor of nurse's aides, orderlies, and ward clerks; oversee general nursing care of ward; handle admissions, transfers, and discharges of patients; make rounds with the doctors; assist the head nurse in the discharge of her duties; check reports and supplies; conduct staff conferences; be in charge of a ward unit in the absence of the head nurse.

Qualifications:

High school graduation; graduation from an accredited school of nursing, having a daily average of 50 or more patients; certificate as registered nurse; courses in advanced nursing education desirable; some experience in staff nursing in the particular branch of service to which she will be assigned; ability to get along with others; tact; good judgment; supervisory ability; minimum age 21.

Definition:

Under the direction of a Head Nurse, to assist in the observation of the nursing service of a single hospital ward unit.

Duties in Detail:

To assist with the observation of ward nurses and the nursing of student nurses; to assist ward instructor of nurses in class, orienting and ward clerks; records nursing care of ward; assists clinicians, technicians, and dietitians; patients; runs rounds with the doctors; assists the head nurse in the discharge of her duties; checks reports and requisitions; reports staff incompetency; be in charge of a ward unit in the absence of the head nurse.

Qualifications:

High school graduation; graduation from an accredited school of nursing, having a daily average of 30 or more patients; certificate of registered nurse; course in approved nursing education; some experience in staff nursing in the particular branch of nursing in which one wishes to specialize; ability to get along with others; good judgment; supervisory ability; ability to

STAFF NURSE

Definition:

Under the supervision of Head Nurse, to perform general duty nursing in the care and treatment of patients.

Duties by Example:

To be responsible for bedside and related nursing care of patients; administer treatments and medications as prescribed by physicians; assist doctors with dressing of surgical wounds; take and record vital signs and observe other facts indicative of patient's condition; assist at operations; prepare daily reports and clinical records; assist with serving of meals and feeding patients; give attention and assistance to visitors; perform related nursing duties as assigned.

Qualifications:

High school graduation, with graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; experience in nursing desirable; certificate as registered nurse; good physical condition; ability to get along well with others; calm disposition; minimum age 21.

Definition

Under the auspices of [illegible], to perform general duty nursing in the care and treatment of patients.

Duties by [illegible]

To be responsible for bedside and related nursing care of patients; administer treatments and medications as ordered by physicians; keep records and charts as required by [illegible]; maintain effective and courteous relations with patients, families and [illegible]; perform related duties as assigned.

Qualifications:

High school graduation, with graduation from an accredited three-year school of nursing is preferred. Possession of [illegible] nursing license is required.

SUPERVISING NURSE

Definition:

Under the Director of Nurses, to supervise and develop the nursing service of one or more hospital divisions.

Duties by Example:

To supervise and direct the work incident to the care and treatment of patients assigned to the ward division; be directly in charge of Nurses and subsidiary workers in the division; be responsible for their hours and assignment of duties; make ward rounds of inspection; confer with, and advise, employees; assist doctors; be responsible for compliance with Doctors' orders; check patients' charts; prepare reports and records; requisition supplies; be responsible for the ward teaching program of staff and student nurses.

Qualifications:

High school graduation, and graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; certificate as registered nurse; university nursing degree desirable; at least three years of experience in the nursing field, with one year of experience in the capacity of head nurse preferable; ability to get along with others; ability to meet emergency situations calmly; supervisory ability; minimum age 24.

Definition:

Under the Director of Nursing, to supervise and develop the nursing service of one or more hospital divisions.

Duties by Control:

To supervise and direct the work incident to the care and treatment of patients assigned to the area division; be directly in charge of Nurses and ambulatory workers in the division; be responsible for their hours and assignment of duties; make rounds of inspection often; and during, employment; assist Doctors; be responsible for cleanliness with Doctors' orders; check patients' charts; prepare reports and records regarding patients; be responsible for the ward bookkeeping records of stock and assistant nurses.

Qualifications:

High school graduation, and graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; certificate as registered nurse; unmarried; physically sound condition at least three years of experience in the nursing field, with one year of experience in the capacity of head nurse; executive ability to work along with others; ability to exercise discretion calmly; supervisory ability; strong eye.

VISITING NURSE

Definition:

Under direction of Director of Nonacademic Personnel and/or Assistant Director of Nonacademic Personnel, to make home visits to ill and disabled employees.

Duties by Example:

To maintain liaison between Office of Nonacademic Personnel and University Health Service and disabled employees; determine whether proper medical care is available; recommend steps to provide proper medical care if needed; provide limited amount of nursing service in the home; inform employees of rights under disability and Retirement provisions; investigate claims for compensation; make reports and keep records; be of general aid and assistance to all disabled employees; perform related duties as assigned.

Qualifications:

High school graduate, college education desirable with a degree in nursing; at least one year of experience in public health or other visiting nurse capacity; good health; pleasing personality; ability to inspire confidence; initiative; self direction.

Duties:

Under direction of Director of Personnel and/or Assistant Director of Personnel, to make home visits to ill and disabled employees.

Duties in Detail:

To maintain liaison between Office of Personnel and Veterans' Service and Special employees; determine whether proper medical care is available; recommend plans to provide proper medical care if needed; provide limited amount of nursing service in the home; inform employee of rights under disability and Retirement regulations; provide clinic for employees; make reports and keep records; do general aid and assistance to ill disabled employees; perform related duties as assigned.

Qualifications:

High school graduate, college education preferred with a degree in nursing; at least one year of experience in public health or other related course; copy of State license; physical examination; ability to maintain good health; good character.

NURSE'S AIDE

Definition:

Under supervision, to assist nurses and to perform other routine duties in hospital wards and divisions.

Duties by Example:

To make beds; wash beds, bedside tables, chairs, and patients' equipment; assist with the serving of meals and feeding of patients; check clean linen and collect soiled laundry; do errands; transport patients; give non-professional care to patients; pass nourishment between meals; perform related duties as directed.

Qualifications:

Grade school education; high school education desirable; good health; good physical condition; pleasing personality; ability to get along with nurses and patients; minimum age 18.

Definition:

Under supervision, to assist nurse and to perform other routine duties in general nurse and dietary.

Duties by Example:

To make beds; wash beds, radiate toilet, dietary and patients' equipment; assist with the serving of meals and feeding of patients; check clean linen and collect soiled laundry; do errands; transport patients; give non-professional care to patients; give non-professional care to patients; give non-professional care to patients.

Qualifications:

Grade school education; high school equivalent desirable; good health; good physical condition; pleasing personality; ability to get along with nurses and patients; minimum age 18.

FOOD SERVICE OFFICE ASSISTANT

Definition:

To perform office duties in connection with restaurants; understudy supervisory positions in all parts of the food service.

Duties by Example:

To do all typing in food service office; count cashier's cash and make deposits at banks; do all routine office work such as requisitions, authorizations, etc.; work regular restaurant stations whenever possible in order to learn each position; be familiar with the food service organization as a whole.

Qualifications:

Home economics degree; good physical condition; supervisory ability; tact; pleasing personality and appearance; ambition and interest in food work; ability to do routine typing; accuracy; willingness to work as directed; minimum age 20.

Definition:

To perform office duties in connection with instruction, laboratory experiments, practice in all parts of the food service.

Duties by Example:

To do all typing in food service office; count letter's such and make carbons as needed, do all routine office work such as requisitions, authorizations, etc.; work regular assigned stations whenever possible in order to learn and continue to familiar with the food service organization as a whole.

Qualifications:

CHIEF ADMITTING OFFICER

Definition:

Under general supervision, to oversee and direct the activities of the admitting office.

Duties by Example:

Supervise the admitting officers in their work; take personal histories of patients; interview patients to ascertain their eligibility for admission; maintain records of hospital occupancy; perform related duties as assigned.

Qualifications:

Graduation from an accredited high school; demonstrated ability to meet and deal with people; at least two years of experience as an admitting officer in an accredited hospital; supervisory ability; minimum age 25.

Definition:

Under general supervision, to oversee and direct the activities of the education office.

Duties to Perform:

Supervise the secretary assigned to this office; take personal direction of assigned laboratory personnel to assure that all phases of the education program receive at least minimum personnel related duties as required.

Qualifications:

Graduation from an accredited high school; demonstrated ability to work and deal with people at least two years of experience in an office setting; ability to be successful in an accredited secretarial training course (2).

ADMITTING OFFICER

Definition:

Under immediate supervision, to admit patients and perform related work as required.

Duties by Example:

Interview all patients applying for admission to the Hospital; follow up all patients while in the Hospital; perform related duties as assigned.

Qualifications:

Graduation from high school, and at least two years of experience in an accredited hospital; ability to meet and deal with people; minimum age 21.

Definition:

Under immediate supervision, to admit patients and perform related work as required.

Duties by Example:

Interview all patients applying for admission to the hospital; follow up all patients waiting in the hospital; perform related duties as assigned.

Qualifications:

Graduation from high school, and at least two years of experience in an accredited hospital; ability to meet and deal with people; minimum age 21.

PERSONNEL OFFICER

Definition:

Under administrative direction, but with the exercise of considerable independent judgment, to be responsible for the supervision and functioning of major elements of the nonacademic personnel program.

Duties by Example:

To supervise the operation of an office of non-academic personnel serving a Branch or Division of the University; handle therein such matters as wage administration, appointments, and promotions, disability claims and benefits; supervise and direct a training program; perform research in special problems; edit employee publications; coordinate and direct recreational and social programs; assist in handling grievances and negotiations; perform related duties as assigned.

Qualifications:

University graduation, or training and experience which offsets lack of college degree; practical experience in a supervisory capacity in a personnel program; thorough knowledge of University practices and procedures; administrative ability; tact; integrity; ability to deal effectively and harmoniously with the general public, faculty, and staff; minimum age 25.

Definition:

Under administrative direction, but with the exercise of considerable independent judgment, to be responsible for the supervision and functioning of major elements of the nonacademic personnel program.

Duties by Example:

To supervise the operation of an office of nonacademic personnel serving a branch or division of the University; handle there such matters as wage administration, appointments, and promotions; administer claims and benefits; supervise and direct a training program; perform research in special problems; edit employee publications; coordinate and direct recreational and social programs; assist in handling grievances and negotiations; perform related duties as assigned.

Qualifications:

University graduation, or training and experience which affords lack of college degree; practical experience in a supervisory capacity in a personnel program; thorough knowledge of University practices and procedures; administrative ability; initiative; ability to deal effectively and harmoniously with the general public, faculty, and staff; minimum age 25.

AIRPORT TOWER OPERATOR

Definition:

Under supervision of the Director of the Institute of Aeronautics (or his agent), to be responsible for the control of air traffic within the airport control zone of the University Airport.

Duties by Example:

To operate radio and light gun facilities for the purpose of giving landing, take-off, and traffic pattern orders to aircraft within the control area of the Airport control tower; furnish information on weather conditions, wind direction, and velocity, to airplanes in transit which may contact the tower.

Qualifications:

High school graduation, with a minimum of six months of experience in CAA control tower; tact; good judgment; CAA tower operator's certificate.

AIRPORT TOWER OPERATOR

Definition:

Under supervision of the Director of the Institute of Aeronautics (or his agent), to be responsible for the control of air traffic within the airport control zone of the University Airport.

Duties by Example:

To operate radio and light gun facilities for the purpose of giving landing, take-off, and traffic pattern orders to aircraft within the control zone of the airport control tower; information on weather conditions, wind direction, and velocity, to airplanes in transit which may contact the tower.

Qualifications:

High school graduation, with a minimum of six months of experience in CAA control tower; tact; good judgment; CAA tower operator's certificate.

CHIEF COLD STORAGE OPERATOR

Definition:

Under direction, to be responsible for the operation and maintenance of special equipment in the Horticulture Field Laboratory and to perform miscellaneous duties relating to the laboratory functions carried on in that building.

Duties by Example:

To operate, repair, maintain, drain, oil, charge cold storage system, and maintain and record temperatures; operate and maintain heating system and air conditioning system; maintain, help set up, and construct laboratory and classroom equipment; maintain apple washer, grader, cider press, and filter; notify Physical Plant of repairs needed on building, plumbing, water, electrical, and heating systems; order supplies and equipment; check express and freight deliveries; supervise the work of Cold Storage Operators; perform related duties as assigned.

Qualifications:

High school graduation; one year's training in cold storage operation; three year's training in technical maintenance; mechanical ability; dependability; integrity; good judgment; good physical condition; minimum age 25.

Declaration

I declare that, to the best of my knowledge and belief, the information given in this Questionnaire is correct and complete. I undertake to notify the Secretary-General of any changes in the information furnished above as they occur.

Signature and Position

Name: Dr. Ayesha Rahman
Position: Director, Department of Statistics
Date: 14 March 2024

Certification

I hereby certify that the data provided in this Questionnaire have been verified and are consistent with the official records maintained by my Department.

COLD STORAGE OPERATOR

Definition:

Under the immediate supervision of the Chief Cold Storage Operator, to operate the cold storage system, heating system, air conditioning system, and to perform building services as assigned.

Duties by Example:

To operate and maintain the cold storage and heating system; operate and maintain, oil, and drain the cold storage system; check on air conditioning system and temperatures in air conditioned rooms; check and record temperatures in greenhouse and storage rooms; perform related duties as assigned.

Qualifications:

High school graduation; training in cold storage operation; one year's experience in mechanical maintenance; mechanical ability; dependability; good judgment; integrity; good physical condition; minimum age 21.

COLD STORAGE OPERATOR

Definition:

Under the immediate supervision of the Chief Cold Storage Operator, to operate the cold storage plant, heating system, air conditioning system, and to perform building services as required.

Duties of Position:

To operate and maintain the cold storage and heating system; operate and maintain oil, and drain the cold storage system; adjust to air conditioning system and temperatures in air conditioned rooms; check and record temperatures in refrigerator and storage rooms; perform related duties as assigned.

Qualifications:

Nine months vocational training in cold storage operation; one year's experience in mechanical maintenance; mechanical ability; dependability; good judgment; strength; good physical condition; minimum age 21.

ELEVATOR OPERATOR
(Chicago)

Definition:

Under direction, to operate elevators.

Duties by Example:

To operate elevator; assist in loading patients, supplies, and the like; transport passengers between floors; operate control devices; give information to passengers; perform related duties as assigned.

Qualifications:

Grade school education; thorough knowledge of elevator operation; courteous and pleasing personality; dependability; minimum age 18.

ELEVATOR OPERATOR
(Deleted)

Definition:

Under direction, to operate elevators.

Duties by Example:

To operate elevator; assist in loading materials, and the like; transport passengers between floors; operate control devices; give information to passengers; perform related duties as assigned.

Qualifications:

Grade school education; thorough knowledge of elevator operation; courteous and pleasing personality; dependability; minimum age 18.

LAUNDRY PRESS OPERATOR

Definition:

Under direction, to operate the various laundry presses.

Duties by Example:

To press all finished articles such as shirts, pants, coats, etc.

Qualifications:

Grade school education; good health; at least one year of laundry experience; dependability; willingness to perform duties as directed; minimum age 18.

Definition:

Under discussion, to describe the various levels of process.

Types by Example:

To prove all theorems written down on white, paper, apart, etc.

Qualifications:

Check school education, good health; at least one year of military experience; responsibility; willingness to perform duties at directed; minimum age 18.

SENIOR OFFICE APPLIANCE OPERATOR

Definition:

Under supervision, to be responsible for, and perform, complicated office appliance work.

Duties by Example:

To supervise the work of subordinates operating office appliances; perform highly technical work requiring the use of office machines; be responsible for the clerical and mechanical duties related to the operation of such machines; make reports; keep records; perform related supervisory work as required.

Qualifications:

High school graduation; special aptitude and at least three years of experience in the operation of office appliances; supervisory ability; high clerical aptitude; dexterity as required; minimum age 21.

Definition:

Under supervision, to be responsible for, and perform, specialized office applications work.

Duties to Example:

To supervise the work of subordinate operating office appliances; perform highly technical work requiring the use of office machinery to complete for the clerical and secretarial duties related to the operation of such machines; make report keep records; perform related supervisory work as required.

Qualifications:

High school graduation; special aptitude and at least three years of experience in the operation of office machinery; ability; high

JUNIOR OFFICE APPLIANCE OPERATOR

Definition:

Under supervision, to perform work requiring a thorough knowledge and skill in the operation of business office machines, and to perform related clerical work.

Duties by Example:

To operate independently, business office machines such as -- adding, key punch, duplicating, tabulating, comptometer, mimeograph, and multigraph; cut addressograph and multigraph plates; oil, clean, and perform minor repairs on machines; keep records; do filing of stencils, plates, cards, etc.; maintain stores and supplies; perform related duties as assigned.

Qualifications:

High school graduation, special training and proficiency in the operation of office appliances as required; at least two years of experience operating said machines; high clerical aptitude; manual dexterity; minimum age 20.

Definition:

Under supervision, to perform work requiring a thorough knowledge and skill in the operation of business office machines, and to perform related clerical work.

Duties by Example:

To operate independently, business office machines such as -- adding, key punch, duplicating, tabulating, computometer, mimeograph, and multigraphj out addressograph and multigraph plates; clean; and perform minor repairs on machines; keep records of filing of stencils, plates, cards, etc.; maintain stores and supplies; perform related duties as required.

Qualifications:

High school graduation, special training and proficiency in the operation of office appliances as required; at least two years of experience operating said machines; high clerical aptitude; manual dexterity; minimum age 20.

ASSISTANT OFFICE APPLIANCE OPERATOR

Definition:

Under immediate supervision, to perform routine work requiring knowledge and skill in the operation of business office machines, and to perform related clerical work.

Duties by Example:

To operate business office machines, such as bookkeeping, adding, calculating, key punch, tabulating, comptometer, mimeograph, duplicating, multigraph, and addressograph machines; cut stencils and addressograph plates; clean, oil, and care for machines; do filing; store supplies; make minor repairs; perform related duties as assigned.

Qualifications:

High school graduation; special training and proficiency in the operating of machine as required; clerical aptitude; manual dexterity; minimum age 18.

ASSISTANT OFFICE APPLIANCE OPERATOR

Definition:

Under immediate supervision, to perform routine work requiring knowledge and skill in the operation of business office machines, and to perform related clerical work.

Duties in Common:

To operate various office machines, such as bookkeeping, adding, calculating, key punch, verifying, comptometer, adding-rec, duplicating, multigraph, and dictaphone-graph machines; cut stencils and addressograph plates; clean, oil, and care for machines; do filing; store supplies; make minor repairs; perform related duties as assigned.

Qualifications:

High school graduation; special training and proficiency in the operating of machine as required; clerical aptitude; manual dexterity; minimum age 18.

ASSISTANT RADIO OPERATOR

Definition:

Under direct supervision, to perform routine work in the operation and maintenance of radio station equipment.

Duties by Example:

To assist in operating transmitter and studio equipment; perform routine service labor in setting up and operating remote broadcast equipment; drive radio truck; do messenger service; assist in making minor repairs; perform related duties as assigned.

Qualifications:

High school graduation; training or experience in radio work desirable; agility; mechanical aptitude; reliability; good physical condition; willingness to work; minimum age 18.

ASSISTANT RADIO OPERATOR

Definition:

Under direct supervision, to perform routine work in the operation and maintenance of radio station equipment.

Duties to Example:

To assist in operating transmitter and studio equipment; perform routine service labor in setting up and operating remote broadcast equipment; drive radio truck; do messenger service; assist in making minor repairs; perform related duties as assigned.

Qualifications:

High school graduation; training or experience in radio work desirable; ability; mechanical aptitude; reliability; good physical condition; willingness to work; citizen age 18.

STEAM DISTRIBUTION OPERATOR

Definition:

Under the Steam Distribution Foreman, to assist in operating heating, ventilating, and air conditioning equipment.

Duties by Example:

To operate steam valves to buildings, air conditioning equipment and ventilating fans; inspect and maintain steam traps, condensation meters, vacuum pumps, expansion joints, pressure reducing valves, and the like; clean, oil, grease, and pack equipment; perform related duties as assigned.

Qualifications:

Grade school education; at least one year of experience as laborer or steam distribution worker in this or an institution of comparable size, or two years of experience in the operation and maintenance of mechanical equipment of buildings of similar size and capacity; good physical condition; minimum age 28.

Duties:

Under the Steam Distribution Foreman, is engaged in operating boilers, ventilating, and air conditioning equipment.

Duties by Examples:

To operate steam valves to building, air conditioning equipment and ventilating fans; inspect and maintain steam traps, condensation meters, vacuum pumps, expansion joints, pressure reducing valves, and the like; clean, oil, grease, and pack equipment; perform related duties as assigned.

Qualifications:

Three school attendance at least one year of experience in laboratory or steam distribution system; or in the combination of experience, or two years of experience in the operation and maintenance of mechanical equipment of buildings of similar size and capacity; good physical condition; minimum age 18.

CHIEF SWITCHBOARD OPERATOR

Definition:

To be responsible for the complete operation of a telephone switchboard.

Duties by Example:

To interview switchboard operators; prepare operators' schedules; receive complaints and criticisms of the switchboard operation and correct same; compile necessary information to enable switchboard operators to give efficient and satisfactory service; set up necessary procedures and routines for the efficient handling of all incoming and outgoing calls; operate switchboard.

Qualifications:

High school graduate; experience in operating a switchboard; supervisory ability; pleasing personality and telephone voice; courteous; tactful.

CLERK SWITCHBOARD OPERATOR

Definition:

To be responsible for the complete operation of a telephone switchboard.

Duties by Example:

To interview switchboard operators; observe operators' schedules; receive complaints and criticism of the switchboard operation and correct them; compile necessary information to enable switchboard operators to give efficient and satisfactory service; set up necessary procedures and routines for the efficient handling of all incoming and outgoing calls; operate switchboard.

Qualifications:

High school graduation; experience in operating a switchboard; considerable ability; clear personality and telephone voice; courteous manner.

ASSISTANT CHIEF SWITCHBOARD OPERATOR

Definition:

Under the Chief Switchboard Operator, to be responsible for the operation of a telephone switchboard.

Duties by Example:

To assist the Chief Switchboard Operator in the preparation of operators' schedules; in the compilation of information which will enable switchboard operators to give efficient and satisfactory service; in setting up necessary procedures and routines for the efficient handling of all incoming and outgoing calls; in performing related duties as required.

Qualifications:

High school graduation; experience in operating a switchboard; pleasing personality and telephone voice; courteous; tactful.

ASSISTANT CHIEF SWITCHBOARD OPERATOR

Definition:

Under the Chief Switchboard Operator, to be responsible for the operation of a telephone switchboard.

Duties to Include:

To assist the Chief Switchboard Operator in the preparation of operators' schedules; to be responsible for information which would enable switchboard operators to give efficient and satisfactory service; to instruct in necessary procedures and routines for the efficient handling of all incoming and outgoing calls; to perform related duties as required.

Qualifications:

High school graduation; experience in operating a switchboard; pleasing personality and telephone voice; courteous manner.

SWITCHBOARD OPERATOR

Definition:

Under direct supervision, to operate a telephone switchboard.

Duties by Example:

To answer calls; make telephone connections; receive messages and transmit such to recipients; keep records; perform related clerical duties as assigned.

Qualifications:

High school graduation; special training in operating a switchboard; at least six months of full-time experience operating a switchboard; manual dexterity; pleasing personality and telephone voice; courtesy; freedom from hearing defects; minimum age 18.

Definition:

Under direct supervision, to operate a telephone switchboard.

Duties or Example:

To answer calls; make telephone connections; receive messages and transmit them to destination; keep records; perform related clerical duties as required.

Qualifications:

High school graduation; special training in operating a switchboard; be able to take dictation at [illegible]-time stenographic operating a switchboard; normal dexterity; pleasing personality and telephone voice; courtesy; freedom from hearing defects; minimum age 18.

WATER STATION OPERATOR

Definition:

Under supervision, to assist in the operation of the University water treatment plant.

Duties by Example:

To adjust the rate of flow of water; maintain and clean filters and filter beds; maintain setting and adjustment of chlorinators; make chemical tests; keep records; measure water levels; collect water samples; operate sediment remover, pumps, and motors; perform related duties as assigned.

Qualifications:

High school graduation; knowledge of chemical tests required in University plant operation; mechanical ability; ability to work cooperatively with others; ability to follow instructions; good physical condition; minimum age 21.

Definition:

Under supervision, to assist in the operation of the University water treatment plant.

Duties by Example:

To adjust the rate of flow of water returning and clean filters and filter sand; maintain settling and adjustment of chlorinators; make chemical tests; keep records; measure water levels; collect water samples; operate pipeline equipment; repair, and perform various duties as assigned.

Qualifications:

High school graduation; knowledge of chemical tests required in interests plant operation; mechanical ability; ability to work cooperatively with others; ability to follow instructions; good physical condition; minimum age 21.

ORDERLY

Definition:

Under supervision, to perform orderly duties in the Hospital.

Duties by Example:

Bathe, dress, and feed male patients; transfer patients; assist with serving meals; make beds; clean equipment; run errands; assist in handling patients; collect soiled laundry; do heavy lifting; perform related work as directed.

Qualifications:

High school graduation desirable; experience in orderly work desirable; good physical condition; agility, integrity; ability to get along with patients and staff; minimum age 18.

Definition:

Under supervision, to perform orderly duties in the Hospital.

Duties or Example:

Bathe, dress, and feed male patients; transfer patients; assist with the orderly basic cleanliness and grooming; assist in bathing patients; collect soiled laundry in every ward; perform relevant work as directed.

Qualifications:

High school graduation desirable; experience in orderly work desirable; good physical condition; dependability; ability to get along well with patients and staff; minimum age 18.

PHOTOGRAPHER

Definition:

Under supervision, to be responsible for independent work requiring a high degree of skill in photography.

Duties by Example:

To be responsible for all types of photographic work, including taking of photomicrographs and the like; prepare lantern slides; operate all types of motion and still photographic equipment, including sound recording and projection; edit sound and motion picture film; print photographs; perform highly technical work in photography; conduct experiments in photography; supervise assistants; perform related duties as assigned.

Qualifications:

High school graduation; thorough knowledge of photography; extensive experience in photographic work; ability to make good pictures with all types of photographic equipment; good health; ability to deal harmoniously with faculty and staff; minimum age 25.

Position

Under supervision, to be responsible for independent work requiring a high degree of skill in photography.

Duties or Specific:

To be responsible for all types of photographic work, including testing of photomicrographs and the other precise instrument control of type of motion and still photographic equipment, including sound recording and projection; with sound and motion picture film print photography; perform highly technical work in photography; conduct experiments in photography; supervise assistants; perform related duties as assigned.

Qualifications:

High school graduation; three years specialized photography; extensive experience in photographic work; ability to make good pictures with all types of photographic equipment; good manual ability to work successfully with faculty and staff; ability [illegible]

ASSISTANT PHOTOGRAPHER

Definition:

Under general supervision, to do independent work requiring skill and training in photography.

Duties by Example:

To do photography; printing of photographs; make lantern slides; operate blueprinting machines; make motion pictures; assist in photographic experiments; supervise assistants; perform related duties in the photographic laboratory as directed.

Qualifications:

High school graduation; thorough knowledge and training in photography; at least three years of experience in photographic work; good physical condition; tact; pleasing personality; minimum age 21.

ASSISTANT PHOTOGRAPHER

Duties:

Under general supervision, to do laboratory work requiring skill and training in photography.

Duties by Examples:

To do photography; printing of photographs; make lantern slides; operate blueprinting machine; make testing photomicrographs; perform experimental or routine assigned duties related duties in the photographic laboratory as directed.

Qualifications:

High school graduation; three years knowledge and training in photography; at least three years of experience in photography work; good physical condition; tact; pleasing personality; minimum age 21.

CHIEF PHYSIOTHERAPIST

Definition:

Under medical direction, to supervise physical-therapy treatments and the services of the Physiotherapy department.

Duties by Example:

To supervise therapists; instruct students; administer phototherapy, electrotherapy, hydro-therapy, diathermy, and massage treatments; perform related technical and supervisory duties as assigned.

Qualifications:

High school graduation; graduation from an accredited school of physiotherapy or certification as registered nurse or two years of university or college training with special training in physio-therapy; special training in anatomy, physiology, and massage; at least three years of full time experience in physiotherapy work; strong physical condition; calm disposition; tact; pleasing personality; minimum age 25.

CLASS DESCRIPTION

Definition:

Under general direction, to supervise custodial-
nursing personnel and the services of the
physiotherapy department.

Duties to Include:

To supervise institutional nursing personnel
including psychiatric, electrotherapy, hydro-
therapy, dietetic, and massage technician
duties related thereto and supervisory duties
as assigned.

Qualifications:

Must attend professional psychiatric type of
accredited school of physiotherapy or equivalent
as required during or two years of university or
college training with special training in physio-
therapy; special training in nursing, dietetics,
and massage; at least three years of full time
experience in physiotherapy work; strong personal
qualities, such as good health, tact, pleasing
personality; minimum age 25.

SENIOR PHYSIOTHERAPIST

Definition:

Under supervision, to perform technical duties involving a high degree of skill and training in physiotherapy.

Duties by Example:

To supervise subordinates; interview and make appointments for patients; give treatments in electrotherapy, diathermy, massage, ultra-violet, and hydrotherapy, under doctors' orders; assist in planning a schedule of work; keep records on treatment of patients; requisition supplies; maintain equipment; perform related technical duties as assigned.

Qualifications:

High school graduation; graduation from an accredited school of physiotherapy, or certification as registered nurse, or two years of university or college training with special training in physiotherapy; special training in anatomy, physiology, and massage; at least three years of full-time experience in physiotherapy work; strong physical condition; calm disposition; tact; pleasing personality; minimum age 23.

Definition:

Under supervision, to perform semiskilled duties involving a high degree of skill and training in physiotherapy.

Duties by Examples:

To supervise subordinates; instruct and train physiotherapy aides; give treatments in electrotherapy, ultrasonic, ultra-violet, and hydrotherapy, under doctors' orders; assist in planning a schedule of work; keep records on treatment of patients; requisition supplies; maintain equipment; perform related technical duties as required.

Qualifications:

High school graduation; graduation from an accredited school of physiotherapy, or certification as registered nurse, or two years of university or college training with special training in physiotherapy; special training in anatomy, physiology and basic office work; strong physical constitution; skin discoloration test; passing [illegible]; minimum age 21.

JUNIOR PHYSIOTHERAPIST

Definition:

Under supervision, to administer physiotherapy treatments.

Duties by Example:

To administer treatments in physiotherapy, electrotherapy, diathermy, hydrotherapy, and massage; give muscle training exercises; keep records; make reports; perform related duties as assigned.

Qualifications:

High school graduation; nurses' training or equivalent training in physiotherapy; at least one year of experience in administering physiotherapy treatments; good physical condition; tact; good judgment; minimum age 20.

PHYSIOTHERAPY ATTENDANT

Definition:

Under direct supervision, to perform routine duties involved in the administration of physiotherapy treatments.

Duties by Example:

To dress and undress patients; assist in keeping charts and records; administer ultraviolet treatments; give muscle exercises to children; assist in administering electrotherapy and massage treatments; be responsible for maintenance and cleanliness of booths and treatment rooms; change laundry; perform related duties as directed.

Qualifications:

High school graduation; special training in physiotherapy; nurses' training desirable; good physical condition; tact; willingness to learn; minimum age 19.

PARAPROFESSIONAL ATTENDANT

Definition:

Under direct supervision, to perform routine duties involved in the administration of physiotherapy treatments.

Duties by Example:

To dress and undress patients; assist in keeping charts and records; administer ultraviolet treatments; give muscle exercises to children; assist in administering electrotherapy and massage treatments; be responsible for maintenance and cleanliness of baths and treatment rooms; change laundry; perform related duties as directed.

Qualifications:

High school graduation; special training in physiotherapy; nurses' training desirable; good physical condition; tact; willingness to learn; minimum age 19.

POLICE CAPTAIN

Definition:

Under administrative supervision, to be responsible for the efficient operation of the University Police Organization.

Duties by Example:

To direct the work and personnel of the day platoon; correlate activities and reports of the Police Lieutenants; be responsible for carrying out all training programs; supervise investigations; perform related duties as assigned.

Qualifications:

Two years high school education, with graduation desirable; two years of experience as a policeman; excellent physical condition; thorough knowledge of law enforcement procedures; courage; initiative; tact; pleasing personality; ability to maintain command in an emergency situation; ability to handle men.

Definition:

Under considerable supervision, to be responsible for the efficient operation of the University Police Department.

Duties by Example:

To direct the work and personnel of the day platoon; correlate activities and reports of the Police Lieutenant; be responsible for carrying out all training programs; supervise investigations; perform related duties as assigned.

Qualifications:

Two years high school education, with graduation desirable; two years of experience as a policeman; available physical condition; thorough knowledge of law enforcement procedures; knowledge of interviewing techniques; ability to maintain effective working relationships with people; ability to prepare reports.

POLICE FIRST LIEUTENANT

Definition:

To be responsible to Police Captain for efficient operation of platoon assignment.

Duties by Example:

To be immediately responsible for the direction of platoon personnel and work assignments; supervise training activities; act as executive officer in the administration of police activities in the absence of the Captain.

Qualifications:

Two years of high school education; one year of experience as a policeman; excellent physical condition; thorough knowledge of law enforcement procedures; courage; initiative; tact; pleasing personality; ability to maintain command in an emergency situation; ability to handle men.

POLICE VICE LIEUTENANT

Definition:

To be responsible to Police Captain for efficient operation of vice section enforcement.

Duties in Detail:

To be immediately responsible for the direction of section personnel and vice enforcement; supervise undercover activities; act as executive officer in the administration of police activities in the absence of the Captain.

Qualifications:

Two years of high school supplemented one year of experience as a policeman; excellent physical condition; thorough knowledge of the enforcement procedures; courage; initiative; tact; pleasing personality; ability to maintain composure in an emergency; discretion; ability to handle men.

POLICE SECOND LIEUTENANT

Definition:

To be responsible to Police Captain for efficient operation of platoon assignment.

Duties by Example:

To be immediately responsible for the direction of platoon personnel and work assignments; supervise training activities.

Qualifications:

Two years of high school education; one year of experience as a policeman; excellent physical condition; thorough knowledge of law enforcement procedures; courage; initiative; tact; pleasing personality; ability to maintain command in an emergency situation; ability to handle men.

Definition:

To be employed by Police Canada for duties
comparable to police background.

Duties by Example:

To be basically responsible for the direction
of police personnel and such maintenance super-
vise technical activities.

Qualifications:

Two years of high school education and a year of
experience as a policeman; excellent physical
condition; thorough knowledge of law enforcement
procedures; demonstrated initiative; lively alertness;
personality ability to maintain composure in an
emergency situation; ability to handle men.

POLICEMAN

Definition:

Under supervision, to enforce rules and regulations of the University pertaining to the behavior of the University staff, students, and the general public, the protection of University property and equipment.

Duties by Example:

To enforce traffic regulations; supervise traffic and parking at public functions; enforce bicycle code, smoking regulations; patrol University property; report infractions of rules to University authorities; investigate irregularities on University property; assist local departments during emergencies; protect lives and property; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; minimum physical requirements 5 feet 8 inches height; 145 pounds weight; excellent physical condition; thorough knowledge of police code and University rules and regulations; good moral character; agility; courage; dependability; tact; good judgment; minimum age 25.

Definition:

Under supervision, to enforce rules and regulations of the University pertaining to the behavior of the University student, conduct, and the general welfare, the protection of University property and equipment.

Duties in Common:

To enforce traffic regulations; supervise parking and parking at public functions; enforce storage, vending regulations; patrol University grounds; report infractions of rules to University authorities; investigate irregularities on University property; assist local departments during emergencies; protect life and property; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; minimum physical requirements ? feet 8 inches height; 145 pounds weight; excellent personal condition; thorough knowledge of traffic code and University rules and regulations; good moral character; agility; running, dependability; tact; good judgment; ability to

POTTER

Definition:

Under supervision, to perform duties requiring a thorough knowledge of making pottery and clay working.

Duties by Example:

To make pottery and clay products; demonstrate the making of clay slip, throwing, jiggering, casting, and glazing; supervise kiln and furnace firing; make ceramic equipment and supplies for departmental use; care for stores and equipment; supervise laboratory work; perform related duties as assigned.

Qualifications:

Grade school education, high school graduation desirable; at least three years of experience in making pottery or ceramic products; skill and training in molding, throwing, glazing, and casting clay products; manual dexterity; good physical condition; minimum age 23.

POTTER

Definition:

Under supervision, to perform duties required in a thorough knowledge of making pottery and clay vessels.

Duties by Example:

To make pottery and clay articles; decorate the molding of clay vase, decorate, glazing, glazing, and finish pottery; make ceramic articles and supplies for experimental use; care for stock and equipment; supervise laboratory work; perform related duties as assigned.

Qualifications:

Grade school education, high school preferred; training; at least three years of experience in making pottery or ceramic products; skill and training in molding, shaping, glazing, and decorating clay products; manual dexterity; good physical condition; minimum age 21.

POULTRYMAN

Definition:

Under faculty supervision, to be responsible for the care and management of poultry.

Duties by Example:

To supervise and be responsible for the care and feeding of poultry; supervise the incubation and hatching of eggs; assist in the selection of poultry and eggs for class, demonstration, and experimental purposes; keep records on trap nest performance; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the care of poultry.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in poultry husbandry; extensive experience in poultry management; at least three years of experience as Assistant Poultryman or equivalent; excellent knowledge of poultry; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

Definition:

Under poultry supervision, to be responsible for the care and management of poultry.

Duties by Example:

To supervise and be responsible for the care and feeding of poultry; supervise the incubation and hatching of eggs; assist in the selection of poultry and eggs for sale, determination, and conservation; supervise laying records to keep poor performers, supervise sanitation; requisition extra help if needed; supervise and perform all related duties pertaining to the care of poultry.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in poultry husbandry; extensive experience in poultry management; at least three years of experience as Assistant Poultryman or equivalent; excellent knowledge of poultry; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

ASSISTANT POULTRYMAN

Definition:

Under supervision, to give skilled assistance in the feeding and general care of poultry.

Duties by Example:

To assist in the care and feeding of poultry; assist in the process of incubation and hatching of eggs; assist in the preparation of birds for class, demonstration, and experimental purposes; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience with poultry; good knowledge of the care of poultry; good physical condition; minimum age 21.

Definition:

Under supervision, to give skilled assistance in the feeding and general care of poultry.

Duties by Example:

To assist in the care and feeding of poultry; assists in the process of incubation and hatching of eggs; assists in the preparation of birds for shows, demonstration, and experimental purposes; performs related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience with poultry; good knowledge of the care of poultry; good physical condition; minimum age 21.

SENIOR PROOFREADER

Definition:

Under supervision, to be responsible for and perform proofreading duties.

Duties by Example:

To supervise subordinates; distribute manuscripts to proofreaders; proofread books, pamphlets, and other manuscripts; revise and check page and press proofs; review manuscripts for appearance, style, spacing, and pagination; perform related duties as assigned.

Qualifications:

High school graduation, college training desirable; at least six years of full-time experience in proofreading; college training will be accepted year for year up to a maximum of four years in lieu of required experience; thorough knowledge of editorial symbols; accuracy; thorough knowledge of English usage, grammar, and spelling; thoroughness; pleasing personality; supervisory ability; minimum age 23.

Definition:

Under supervision, to be responsible for and perform typesetting duties.

Duties to Include:

To interpret copy/timelines; distribute manuscripts to proofreaders; proofread boards, galleys and other composition; review and check page and press proofs; review manuscripts for appropriate style, wording, and imagination; perform minor duties on computer.

Qualifications:

High school graduation, college training preferred; at least six years of full-time experience in proofreading; ability testing will be accepted when for year up to a maximum of four years in lieu of required experience; thorough knowledge of editorial English accompanied through knowledge of English usage, grammar, and spelling; thorough, flexible personality; satisfactory ability; minimum age 21.

JUNIOR PROOFREADER

Definition:

Under direction, to perform proofreading work.

Duties by Example:

To review manuscripts and printed matter for typographical errors; revise and check proofs; mark corrections on page and press proofs; perform related duties as assigned.

Qualifications:

High school graduation, college training desirable; four years of full-time experience in proofreading work; college training will be accepted year for year in lieu of experience required; knowledge of editorial symbols; thorough knowledge of English usage, grammar, and spelling; accuracy; thoroughness; pleasing personality; minimum age 21.

Definition:

Under direction, to perform proofreading work.

Duties by Example:

To perform elementary and related duties for typographical errors; revise and check proofs; make corrections on edge and press proofs; perform related duties as assigned.

Qualifications:

High school graduation, college training desirable; four years of full-time experience in proofreading work; college training will be accepted as a substitute for one year of experience required; knowledge of editorial style, terminology and usage of English usage, grammar, and spelling; accuracy; thoroughness; pleasing personality; minimum age 21.

CLINICAL PSYCHOLOGIST
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the psychological services included in the state-wide program of the Division of Services for Crippled Children.

Duties by Example:

To evaluate the needs for psychological services in the program of the Division of Services for Crippled Children; develop, utilize, and interpret psychological resources through consultation with parents, physicians, nurses, and social workers; aid in the selection, administration, and interpretation of tests best suited for each individual situation; be available for case consultations and conferences; be available to test patients for whom psychological evaluations or consultations seem advisable; establish and maintain effective working relationships with health, welfare, educational, and other public and private agencies throughout the state; correlate the psychological services with the other professional services of the Division; maintain accurate records and reports; perform related duties as assigned.

Qualifications:

College graduation from an approved college or university; at least one year of graduate work, with a major in psychology and special training in clinical psychology; Master's degree from an approved college or university in clinical

CLINICAL PSYCHOLOGIST
(Division of Services for Crippled Children)

Definition:

Under the direction, as to responsibility for the psychological services involved in the administration of the Division of Services for Crippled Children.

Duties of Example:

To evaluate the needs for psychological services in the program of the Division of Services for Crippled Children; utilize, and interpret psychological resources through consultation with parents, physicians, nurses, and social workers; aid in the selection, administration, and interpretation of tests used for each individual client; be available for case conferences and conferences; be available to each patient for whom psychological evaluation or counselling seems advisable; establish and maintain effective working relationships with hospital, medical, educational, and other public and private agencies throughout the state; coordinate the psychological services with the other professional services of the Division; maintain accurate records and reports; perform related duties as assigned.

Qualifications:

College graduation from an approved college or university; at least one year of graduate work, with a major in psychology and special training in clinical psychology; Master's degree from an approved college or university in clinical

CLINICAL PSYCHOLOGIST
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

psychology, including advanced courses in child psychology, psychological testing, abnormal psychology, with a comprehensive and specialized knowledge of the principles and techniques of clinical psychology; Ph. D. degree desirable; a minimum of five years of experience in clinical psychology in a public school, college, university, hospital, or a public care program, at least two of which must have been in a supervisory capacity; one year of research in clinical psychology desirable; ability to organize and carry out a state-wide program; ability to exercise good judgment in evaluating situations and making decisions; tact; enthusiasm; pleasing personality; interest in and ability to work with people; good health; minimum age 26.

PURCHASING AGENT

Definition:

Under the Business Manager of a branch location, to handle purchases at any branch of the University.

Duties by Example:

To supervise the purchasing functions for all activities at the branch; supervise the operations of general storerooms; interview salesmen; check requisitions; secure quotations; discuss proposed purchases with administrative and academic officers and staff; make purchases in accordance with Board rules; recommend purchases requiring Board approval; issue and sign purchase orders; handle correspondence; approve invoice vouchers; supervise office staff; perform related duties as assigned.

Qualifications:

University graduation; at least five years experience in business, preferably purchasing, two years of which must have been in a supervisory capacity; thorough knowledge of business and purchasing procedures; administrative ability; personality conducive to harmonious handling of University problems; minimum age 27.

ASSISTANT RECORDER

Definition:

Under the Recorder, to perform responsible duties related to the keeping of student scholastic records.

Duties by Example:

To confer with students and faculty on record problems, grade reports, and the interpretation of University regulations; supervise subordinates on grade recording, fee assessments, photostatic work, and registration procedures; check graduation requirements and athletic eligibility and interpret University regulations relative thereto; conduct correspondence and prepare reports; train new employees; perform related duties as assigned.

Qualifications:

University graduation; two years of experience in college records work; familiarity with the functions of the Registrar's Office; thorough knowledge of systematic record keeping; good vocabulary; good judgment; pleasing personality; minimum age 24.

ASSISTANT REGISTRAR

Duties:

Under the Registrar; to perform responsible duties relative to the keeping of student academic records:

Duties by Example:

To confer with students and faculty on matters pertaining; issue reports; and the interpretation of University regulations; supervise subordinates on their duties; the maintaining, posting and registration procedures; check graduation requirements and maintain eligibility and incurrent correspondence and prepare reports; keep University regulations and relative theretoreal duties may obligate; perform related duties as assigned.

Qualifications:

University graduation; two years of experience in college records work; good liability with due consideration of the Registrar's office through knowledge of systematic record keeping; good accuracy; good judgment; pleasing personality; minimum age 24.

INSTRUMENT REPAIRMAN

Definition:

Under general supervision, to perform duties requiring a high degree of skill in the installation, maintenance, repair and calibration of various measuring instruments.

Duties by Example:

To repair and adjust recording, regulating, and control instruments, such as pressure, flow, and combustion meters and gauges; disconnect inaccurate or damaged instrument and replace it with a spare one; disassemble instruments, examine mechanism and clean parts in gasoline or water; replace worn or broken parts with new ones; make new parts or repair old ones on a lathe (m); assemble instrument and install it on testing apparatus; calibrate instrument to coincide with an established standard; inspect all recording instruments periodically, and make minor adjustments to those not functioning properly; adjust and repair mechanism and valves of automatic control devices.

Qualifications:

High school education or equivalent; considerable experience and skill in the adjustment and maintenance of instruments; good physical condition; dependability; minimum age, 20.

Definition:

Under general supervision, to perform duties involving a high degree of skill in the installation, maintenance, repair and calibration of various measuring instruments.

Duties by Example:

To repair and adjust manometers, regulators, and control instruments, such as pressure, flow, and temperature meters and gauges; disconnect instruments to change instrument and replace it with a spare one; disassemble instruments, examine mechanism and clean parts in gasoline or water; replace worn or broken parts with new ones; make new parts to replace old ones on a lathe (m); assemble instrument and install it on testing apparatus; calibrate instrument to conform with an accepted standard; inspect all recording instruments periodically; adjust and repair controllers and valves of automatic control devices.

Qualifications:

High school education or equivalent; considerable experience and skill in the adjustment and maintenance of instruments; good physical condition; dependability; ability; patience; etc.

POWER PLANT REPAIRMAN

Definition:

Under the Chief Plant Operating Engineer, to assist in the maintenance and repair of power plant equipment.

Duties by Example:

To assist in cleaning boilers, superheaters, economizers, and air preheaters; repair and maintain boilers, condensers, cooling tower, air and oil coolers, coal and ash handling equipment; perform related duties as assigned.

Qualifications:

Grade school education, high school education desirable, with a minimum of three years of experience as a power plant laborer; experience as a Steamfitter, Plumber, Auto Mechanic, or Machinist Helper, or Assistant Plant Operating Engineer is desirable; good physical condition; agility, mechanical aptitude, and manual dexterity; minimum age 21.

Definition:

Under the Chief Plant Operating Engineer, is
assist in the maintenance and repair of power
plant equipment.

Duties by Example:

To assist in checking boilers, superheaters,
economizers, and air preheaters; repair and
maintain boilers, condensers, cooling towers, air
and oil coolers, coal and ash handling equipment;
perform related duties as assigned.

Qualifications:

Grade school education, high school diploma
desirable, with a minimum of three years of
experience as a power plant laborer; experience
as a Stationary Fireman, Auto Mechanic, or
Maintenance Helper, or Assistant Plant Operating
Engineer is desirable; good physical condition;
ability, mechanical aptitude, and manual dexterity;
minimum age 21.

SEAMSTRESS

Definition:

Under direct supervision, to do work requiring skill in sewing.

Duties by Example:

To cut and sew uniforms, linens, and the like; repair garments, uniforms, and linens; check, sort, and pack same; make curtains and draperies; perform related duties in sewing work.

Qualifications:

Grade school education; experience in sewing desirable; ability to do either hand or machine sewing; good eyesight; good physical condition; minimum age 18.

DEFINITION:

Under direct supervision, to do work involving skill in sewing.

Duties by Example:

To run and sew pillows, linens, and top line ready garments; mitered and closed neatly right; may pack items; puts on buttons and decorative pieces; related duties to sewing work.

Qualifications:

Grade school education; experience in sewing; ability to do silver tape to pillows; sewing; good eyesight; good physical coordination; minimum age 18.

SENIOR SECRETARY

Definition:

To be responsible for secretarial duties and direct assistance to the head of a general administrative unit or college.

Duties by Example:

To be responsible for the stenographic work of the Dean or Administrative head; be responsible for records and reports, statistics, budget matters, payrolls, and other administrative proceedings; act as intermediary between the Administrative head and the faculty, staff, and students; supervise stenographers and clerks; handle business not requiring personal attention of the head; arrange appointments, conferences, meetings, and reservations; approve requisitions, vouchers, payrolls, and expenditures; keep budget accounts; perform related duties as assigned.

Qualifications:

High school graduation, with a college degree required, unless offset by University experience of special value and significance; superior intelligence and clerical aptitude; secretarial experience in excess of five years, of which one year must have been in a university or college; tact; poise; pleasing personality; minimum age 25.

Definition:

To be responsible for secretarial duties and direct assistance to the head of a general administrative unit or college.

Duties by Example:

To be responsible for the stenographic work of the Dean or Administrative Head; be responsible for records and reports, shorthand, budget matters, payrolls, and other administrative procedures; act as interpreter between the administrative head and the faculty, staff, and public; use office stenographers and clerks; handle business mail requiring personal attention of the head, arrange appointments, conferences, meetings, and reservations, approve requisitions, vouchers, payrolls, and expenditures; keep budget accounts; perform related duties as assigned.

Qualifications:

High school graduation, with a college degree required, unless offset by University experience of special value and originality; superior intelligence and clerical aptitude; secretarial experience in excess of five years, of which one year must have been in a university or college; neat; pleasing personality; minimum age 25.

SECRETARY

Definition:

To be responsible for secretarial duties in the office of an academic department head or the head of a major division of a general administrative unit.

Duties by Example:

To be responsible for the stenographic work for the head of a department or unit; be responsible for records, reports, statistics, budget matters, payrolls, and other similar procedures; act as intermediary between the administrative head and faculty staff, students, and administration; supervise stenographers and clerks; handle business not requiring personal attention of head; arrange appointments, conferences, meetings, and reservations; approve requisitions, vouchers, payrolls, and expenditures; keep budget accounts; prepare time tables; do typing and stenographic work as assigned for staff members of the department; write routine letters; perform related duties as assigned.

Qualifications:

High school graduation, with college degree required unless offset by University experience of special value and significance; high intelligence and clerical aptitude; secretarial experience, of which at least one year must have been in a university or college; tact; poise; pleasant personality; minimum age 21.

Definition:

To be responsible for supervising duties in the office of an academic department head or the head of a major division of a general administrative unit.

Duties of Example:

To be responsible for the clerical work for the head of a department or unit; to be responsible for records, reports, statistics, budget matters, payrolls, and other similar procedures; not as interpreting between the administrative head and faculty staff, students, and administration; supervise stenographers and others; assign personnel or duties; maintain effective and diverse; assist in duties; perform related duties as assigned.

Qualifications:

High school graduation, with college course required unless offset by [illegible] experience of equated value and significance; high intelligence and clerical aptitude; demonstrated supervisory, of which at least one year must have been in a university or college; tact; poise; pleasing personality; neatness and [illegible].

LAUNDRY SERVICEMAN

Definition:

Under direct supervision, to be responsible for collecting and delivering laundry and performing necessary clerical work connected with such collection and delivery.

Duties by Example:

To collect soiled linens; count and mark soiled linens; make up laundry tickets; keep records of laundry collections and deliveries; deliver cleaned linens; perform related duties as assigned.

Qualifications:

Grade school education; good health; ability to keep records; dependability; integrity; at least two years of laundry experience; minimum age 25.

Definition:

Under direct supervision, is to responsible for collecting and delivering laundry and performing clerical work connected with collection and delivery.

Duties by Degree:

To collect soiled linen; count and mark soiled linen; make up laundry tickets; keep records of laundry collections and deliveries; deliver cleaned linen; perform related duties as required.

Qualifications:

Grade school education; good health; ability to keep records; dependability; ability to lift and carry packs of laundry; experience; minimum age 21.

MEDICAL SOCIAL WORKER
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Medical Social Service, to be responsible for the medical social service work in an assigned area as it relates to patients for whom the Division of Services for Crippled Children has assumed treatment.

Duties by Example:

To cooperate with social, welfare, health, and other agencies both public and private, in effecting medical treatment; to conduct investigations and report on the economic and social condition of cases; interpret to children, parents, and agencies concerned, the social implications of medical diagnosis and treatment; arrange for care of patients and make necessary contacts with relatives; under medical direction and supervision to undertake the treatment of social difficulties of patients; work cooperatively with other professional staff members of the Division; maintain records and reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited college approved by the North Central Association, or similar accrediting body, with Bachelor's degree; completion of training course in medical social work which has been approved by the American Association of Medical Social Workers and which leads to a Master's degree; two years of experience in a medical social service department in a hospital or clinic under the supervision of a qualified medical social worker; one year of experience as a medical social

Definition:

Under the direction of the Supervisor of Medical Social Service, to be responsible for the medical social service work in an assigned area as it relates to patients for whom the Division of Services for Crippled Children has assumed treatment.

Duties by Example:

To cooperate with social, welfare, health, and other agencies both public and private, in effecting medical treatment; to conduct investigations and report on the economic and social condition of cases; interpret to child, parents, and agencies concerned, the social implications of medical diagnosis and treatment; arrange for care of patients and make hospitality contacts with relatives under medical direction and supervision to encourage the treatment of social difficulties of patients; work cooperatively with other professional staff members of the Division; maintain records and reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited college approved by the Merit System Association, or similar approving body, with specialized training consisting of training courses in medical social work which have been approved by the American Association of Medical Social Workers and which leads to a Master's degree; two years of experience in a medical social service department in a hospital or clinic under the supervision of a qualified medical social worker; one year of experience as a medical social

MEDICAL SOCIAL WORKER
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

service worker in a public medical care program, preferably in a crippled children's program; interest in, and ability to work with, people; supervisory ability; ability to exercise good judgment in evaluating situations and in making decisions; pleasing personality; tact and enthusiasm; good health; minimum age 25.

MEDICAL SOCIAL WORKER
(Chicago Professional Colleges)

Definition:

Under supervision, to perform social service requiring a thorough knowledge of medical social work.

Duties by Example:

To interview cases; secure medical histories of patients; confer with social agencies and investigate and report the economic and domestic conditions of cases; undertake the treatment of social difficulties of patients; interpret to children, parents, and agencies the social implications of medical diagnosis and recommendations; arrange for care of patients; make necessary contacts with relatives; cooperate with relief and social welfare agencies in effecting medical treatment; make reports; keep records; perform duties as assigned.

Qualifications:

University graduation in medical social work and at least two years of experience in medical social work work, one year of which must have been in a hospital clinic or public medical care program under the supervision of a qualified medical social worker; or: graduation from a two-year course in an approved school of social work in a recognized social service department of a hospital or clinic, one year of which must have been in a public medical care program under the supervision of a qualified medical social worker; good physical health; pleasing personality; supervisory ability; tact; good judgment; minimum age 25.

Medical Social Worker
(Chicago Professional Colleges)

Definition:

Under supervision, to perform social service requiring a thorough knowledge of medical social work.

Duties in Example:

To interview clinic and/or medical histories of patients; confer with social agencies and investigate and report the economic and domestic conditions of cases; undertake the treatment of social difficulties of patients; interpret to children, parents, and agencies the social implications of medical diagnosis and recommendations; arrange for care of patients; make necessary contacts with relatives; cooperate with relief and social welfare agencies in effecting medical treatment; make contacts; keep records; perform duties as assigned.

Qualifications:

University graduation in medical social work or in medical social work and at least two years of experience in medical social work, one year of which must have been in a hospital clinic or public medical care program under the supervision of a qualified medical social worker; graduation from a two-year course in an approved school of social work in a recognized social service agency of a hospital or clinic, one year of which must have been in a public medical care program; good physical health; discrete personality; supervisory ability; tact; good judgment; minimum age 25.

SUPERVISING PSYCHIATRIC SOCIAL SERVICE WORKER

Definition:

Under administrative supervision, to be responsible for the performance of psychiatric social service activities.

Duties by Example:

To supervise subordinates; cooperate with physicians in planning and participating in staff meetings and teaching groups; interpret to social agencies and community groups the work of the psychiatric social service department; assist with the training of students; do interviewing in case work; perform related duties as assigned.

Qualifications:

University graduation from a recognized school of social work with specialization in psychiatric social work and special training in psychiatric clinical field work; two years of experience as a paid case worker in a psychiatric clinic or mental hospital; or, two years of college training, including one year of psychiatric clinical field work; four years of experience as a paid case worker in a recognized social agency, at least two years of which must have been in a psychiatric clinic or mental hospital work; supervisory ability; pleasing personality; poise; good judgment; minimum age 27.

Definition:

Under administrative supervision, to be responsible for the performance of specialized social service activities.

Duties in General:

To provide administrative supervision with discretion in planning and participating in adult education and teaching research designed to assist organization and community groups the work of the specialized social service disciplines; assist with the training of students; do interviewing in more complex problem situations as assigned.

Qualifications:

Thorough graduation from a recognized school of social work with specialization in psychiatric social work and special training in psychiatric clinical field work; two years of responsible [illegible] social agency work in a psychiatric clinic or [illegible] psychiatric unit; supervisory ability; [illegible] personality; [illegible]

PSYCHIATRIC SOCIAL SERVICE WORKER

Definition:

Under supervision, to perform psychiatric case work and associated activities.

Duties by Example:

To interview relatives of newly admitted patients; explain procedures; obtain operative permits, etc.; secure psychiatric social histories of patients; through continued case work, attempt such changes in emotional and physical environment as are necessary for the adjustment of mental patients; cooperate with social agencies and interpret to them the psychiatric needs of patients; do follow-up work with discharged patients and their families; assist social service students assigned for psychiatric field work; participate in staff meetings; compile reports; perform related duties as assigned.

Qualifications:

University graduation, with special training in psychiatric social service work, or one year of training in a recognized school of social work, including two semesters or the equivalent of psychiatric clinical field work, and two years of full-time experience as a paid case worker in a recognized social agency; understanding of, and skill in, the use of psychiatric case work techniques; ability to cooperate with staff members, students, patients, and relatives of patients; stability; poise; minimum age 25.

Definition:

Under supervision, to perform psychiatric case work and associated activities.

Typical Examples:

To interview relatives of newly admitted patients, explain procedures, obtain operative permits, secure psychiatric social history of patient, arrange conference with physicians to discuss social and physical aspects of case, and do any necessary for the adjustment of mental patients; cooperate with social agencies and interpret to them the psychiatric needs of patients; do follow-up work in discharged patients and their families; assist social service students carrying the psychiatric field work; participate in ward meetings; compile reports; perform related duties as required.

Qualifications:

University graduation, with special training in psychiatric social service work, or one year of training in a recognized school of social work; supplemented by additional field work, and two years of full-time experience in a well conducted psychiatric social agency; demonstrating ability, and capacity to do, the use of acquired case work technique; ability to cooperate with staff members, patients, and relatives of patients; qualities; poise; minimum age 25.

SENIOR STATISTICIAN

Definition:

Under administrative supervision, to originate, plan, direct, and conduct statistical research, and to analyze and prepare for publication the results thereof.

Duties by Example:

To originate and plan statistical research; collect, analyze, and present complex statistical data; supervise charting and diagramming of data; interpret data and summarize results; prepare findings for publication; make constructive criticism of statistical studies; appraise comparative values of various statistical techniques; supervise statistical and clerical workers; perform related duties as assigned.

Qualifications:

University graduation with master's degree in statistics or mathematics; six years of experience in progressive, responsible statistical research; evidence of ability to plan statistical undertakings, collection and compilation of data; interpretation and evaluation of current statistics in the form of some published article or articles; acquaintanceship with current literature and advanced statistical techniques; supervisory ability; minimum age 25.

Motivation

Under contemplative observation, we acknowledge, then, figure, and examine statistical phenomena, and to analyze and perceive for publication the results derived.

Duties or Tasks:

To organize and plan statistical procedures, collect, analyze, and present complex statistical, mostly numerical data for dissemination or study; interpret data and summarize results; prepare figures for publication and write technical reports; collaborate with other statisticians and professional workers; perform related duties as required.

Qualifications

University graduation with master's degree in statistics or mathematics; six years of experience in responsible statistical research, or equivalent combination of ability to work statistical problems, collection and compilation of data, interpretation and evaluation of computer statistics in the form of some published article or article; experience with natural resources inventories and sampling; ability to write clear instructions and reports; ability to work with others.

JUNIOR STATISTICIAN

Definition:

Under administrative supervision, to prepare, analyze, and interpret material requiring a comprehensive knowledge of statistics.

Duties by Example:

To be responsible for the compilation and interpretation of statistical data; prepare both regular and tabulated reports; keep records and files; interpret trends; plan procedure and technique for solution of statistical problems; analyze quantitative statistical data; operate calculating machines; perform related duties as assigned.

Qualifications:

University graduation with special training in statistics and mathematics; ability to prepare, analyze, and interpret complex statistical data; accuracy; thoroughness; good judgment; minimum age 21.

Definition:

Under administrative supervision, to perform analysis, and interpret material requiring a comprehensive knowledge of statistics.

Duties or Examples:

To be responsible for the compilation and interpretation of statistical data; prepare both regular and emergency reports; help prepare and file; interpret trends; help prepare and recommend for solution of statistical problems; analyze quantitative statistical data; observe administering sections; perform related duties as assigned.

Qualifications:

Ordinarily graduation with graduate training in statistics and mathematics; ability to prepare, analyze, and interpret complex statistical data; accuracy; thoroughness; good judgment; ability to get on.

STOREKEEPER

Definition:

Under supervision, to be responsible for storeroom and inventories.

Duties by Example:

To assist in the receiving, storage, and issuing of supplies and equipment; in requisitioning and making up of work orders; in the supervision and keeping of inventories of equipment, supplies, perpetual inventories, and stock records.

Qualifications:

High school graduate; good general knowledge of and experience in requisitioning, receiving, issuing, storage, and purchasing procedures; good physical condition; good judgment; dependability.

Definition:

Under supervision, to be responsible for rooms and inventories.

Duties by example:

To assist in the receiving, storing, and issuing of supplies and equipment; in maintaining and making up of work orders; in the supervision and keeping of inventories of equipment, supplies, perpetual inventories, and stock records.

Qualifications:

High school graduate; good general knowledge of and experience in requisitioning, receiving, issuing, storage, and handling procedures; good physical condition; good judgment; dependability.

ARCHITECTURAL SUPERINTENDENT

Definition:

Under administrative supervision, to be responsible for general supervision of University building construction and preparation of construction documents in connection therewith.

Duties by Example:

To provide general supervision of University building construction, both new and alteration work, including handling of construction documents dealing with such construction, direct field tests, maintain job cost records, prepare field reports.

Qualifications:

Graduation from college with degree in architecture, architectural engineering, or civil engineering or high school graduation, with equivalent demonstrated ability acquired through other training and experience; minimum age 30.

ADDITIONAL SUPERINTENDENT

SUPERINTENDENT OF BUILDING MAINTENANCE

Definition:

Under administrative supervision, to be responsible for the maintenance and repair of University buildings and structures, for the direction of the work of the general building trades craftsmen, and for the direction of open job order work.

Duties by Example:

To establish standards and long term programs for maintenance and modernization of University buildings and structures; establish working schedules and be responsible for direction of work in the execution of maintenance and modernization programs; be responsible for supervision of repairs, replacements, additions, and alterations of Physical Plant and departmental equipment when executed by University employees; operation of Physical Plant and departmental equipment when executed by University employees; operation of Physical Plant Routing Office and tool room; preparation and maintenance of service drawings and maps; preparation of estimates, establishment of unit costs for estimating purposes, and maintenance of records; surveys, structural investigations, and reports; perform related duties as assigned.

Qualifications:

University graduation, with special training in engineering or architecture; extensive experience in construction and maintenance of industrial, public, or institutional buildings, two years of which must have been in a supervisory capacity; knowledge of

Definition:

Under administrative supervision, to be responsible for the maintenance and repair of University buildings and structures, for the direction of the work of the general utilities worker position, and for the direction of such job other work.

Duties of Position:

To establish standards and lines of responsibility and authority for maintenance and construction of University buildings and structures; establish working schedules and be responsible for direction of work in the execution of maintenance and construction projects; be responsible for acquisition of supplies, materials, equipment, and alterations of physical plant and departmental equipment when assigned to University employees; supervision of Physical Plant and departmental equipment when assigned to University employees; supervise operation of Physical Plant Building Office and local vocal preparation and maintenance of records and reports; recommendation of matters, establishment of unit goals for work-getting purposes, and maintenance of relations; structural improvements, and accomplishment pertain related duties as assigned.

Qualifications:

University graduation, some special training or experience or combination of training equivalent to graduation are maintenance of industrial, commercial or institutional buildings. One years of which must have been in a supervisory capacity; knowledge of

SUPERINTENDENT OF BUILDING MAINTENANCE
(continued)

Qualifications: (continued)

building construction methods, materials and equipment; thorough knowledge of building codes, shop practice, and engineering design; administrative ability; resourcefulness; integrity; ability to direct a large group of men; tact; good physical condition; minimum age 30.

DEPARTMENT OF BUILDING MATERIALS
(continued)

Qualifications: (continued)

building construction methods, materials and equipment; thorough knowledge of building codes, city practices, and engineering terms; adaptability; resourcefulness; integrity; ability to direct a large group of men; good physical condition; minimum age 30.

ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS
(Chicago)

Definition:

Under the Superintendent of Buildings and Grounds, to exercise general supervision over all divisions of the Chicago Physical Plant.

Duties by Example:

To supervise the operation and maintenance of the heating plant, routing office, and drafting room; supervise the work of trade crafts in maintaining buildings; assist in the preparation of the departmental budget; assist in estimating improvements and remodeling; confer with University officials on physical plant problems; perform related supervisory duties as assigned.

Qualifications:

University graduation, with major in mechanical, civil, or architectural engineering; five years of experience in engineering work, of which at least three years must have been in a supervisory capacity; ability to organize and direct a large staff; good judgment; accuracy; dependability; good physical condition; minimum age 30.

ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS
(Galesburg)

Definition:

Under Superintendent of Buildings and Grounds, to give general assistance in the administration and operation of the Physical Plant on the Galesburg Campus.

Duties by Example:

To handle routine administrative matters for the Superintendent of Buildings and Grounds, including correspondence, budgets, cost of operation and maintenance data; be responsible for the preparation of operating reports and statistics and for internal audit control; prepare administration operating procedures; perform related duties as assigned.

Qualifications:

College graduation, with a degree in accountancy or business administration desirable; some knowledge of procedure writing; three years of office experience, at least one year of which must have been in a supervisory capacity; tact; integrity; good judgment; ability to deal harmoniously with staff and the general public; minimum age 28.

Assistant Superintendent of Agriculture and Science
(Melbourne)

SUPERINTENDENT OF McKINLEY HOSPITAL

Definition:

Under the Health Officer, to be responsible for the operation and maintenance of McKinley Hospital.

Duties by Example:

To be responsible for the operation and maintenance of the hospital; supervise staff; requisition routine equipment and supplies; purchase drugs and medical supplies; approve pay rolls; keep inventories and records; supervise general care and comfort of patients; perform related duties as assigned.

Qualifications:

University graduation with degree in nursing; five years of experience in nursing, of which at least two years must have been in a supervisory capacity; administrative ability; tact; good judgment; thorough knowledge of hospital organization; ability to deal harmoniously with staff, patients, and the general public; minimum age 28.

Definition:

Under the Health Officer, to be responsible for the operation and maintenance of Medical Hospital.

Duties to Include:

To be responsible for the operation and maintenance of the hospital; supervise medical technician; conduct equipment and supplies; direct local and medical supplies; pay rolls; keep inventories and records; supervise general care and comfort of patients; perform related duties as assigned.

Qualifications:

University graduation with degree in nursing; five years of experience in nursing, of which at least two years must have been in a supervisory capacity; administrative ability; tact; good judgment; thorough knowledge of hospital procedure; ability to deal harmoniously with staff, patients, and the general public; minimum age 25.

SUPERINTENDENT OF OPERATIONS
(Chicago and Urbana)

Definition:

Under administrative supervision, to be responsible for grounds maintenance, truck and car operation, garage operation, building operation (janitorial service), police and watchmen service, and for related work involved.

Duties by Example:

To establish standards of operation for the above responsibilities and for the training of personnel involved; establish working schedules and be responsible for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; be responsible for the operation of nursery and greenhouses; develop long term planting and grounds improvement programs; be responsible for the physical arrangements in buildings and on grounds for extra-curricular performances, such as concerts, lectures, athletic events, etc.; be responsible for traffic and parking in connection with University functions; develop budgets for programs and be responsible for the expenditure of funds for operation and maintenance of services assigned; perform related duties as assigned.

Qualifications:

College or technical school graduation with special training in landscape architecture or the equivalent in experience and training; extensive and responsible experience in the management and maintenance of grounds and properties, of which two years must have been in a supervisory capacity; administrative ability; resourcefulness; integrity; ability to direct a large group of men; tact; good physical condition; minimum age 30.

Definition:

Under administrative supervision, be in responsible for general activities, tasks and use operation, getting operation, utilizing operation (janitorial service), police and custodian service, and for related work involved.

Duties by Example:

To establish standards of operation for the above responsibilities and for the training of personnel involved; actually working schedules and be responsible for direction of work to meet the established standard; be responsible for material, supplies, tools, and mechanical equipment required for the work and be satisfied; be responsible for the operation of records and procedures; develop long term planning and promote improvement programs; be responsible for the general arrangement in ventilating and be prepare for extra-curricular performances, such as concerts, lectures, athletic events, etc.; be responsible for traffic and parking in connection with University functions; develop budgets for programs and be responsible for the expenditure of funds for operation and maintenance of service; perform related duties as assigned.

Qualifications:

College or technical school graduation with special training in laundry supervision or the equivalent in experience and training; extensive and responsible experience in the management and maintenance of records and properties, of which two years must have been in a supervisory capacity; ability to direct a large group of men; good physical condition; minimum age 30.

SUPERINTENDENT OF OPERATIONS
(Galesburg)

Definition:

Under administrative supervision, to be responsible for direction of supervisory janitorial service, police service, fire protection, messenger service, operation of post office, and for related work involved on the Galesburg Campus.

Duties by Example:

To establish standards of operation for the above responsibilities and for training of personnel involved; establish working schedules and be responsible for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; be responsible for physical arrangements in buildings and on grounds for extra-curricular performances, such as concerts, lectures, and athletic events; be responsible for police and watchman service; be responsible for inspection of buildings and the operation and maintenance of fire protection facilities; supervise operation of fire station; supervise operation of campus post office and messenger service; perform related duties as assigned.

Qualifications:

High school graduation, with college or technical school graduation preferred, or the equivalent in experience and training; extensive and responsible experience in management and maintenance of properties of which two years must have been in a supervisory capacity; administrative ability; resourcefulness; integrity; ability to direct a large group of employees; tact; good physical condition; minimum age 30.

ASSISTANT SUPERINTENDENT OF OPERATIONS
(Chicago)

Definition:

Under the administrative supervisor, to assist in th the supervision of the Buildings Operations Division.

Duties by Example:

To consult with and supervise janitor crew leaders, janitor foremen and supervising housekeepers; advise them on the proper use of materials and supplies; organize work assignments and time schedules; advise them on methods of cleaning furnishings and equipment; be responsible for the training of supervisors and foremen; establish standards and methods for inspection of buildings; approve time cards and check requisitions; assist the Superintendent of Buildings in the formulation of an efficient managment program; perform related duties as assigned.

Qualifications:

High school graduation; university graduation preferred; experience may be substituted year for year for university graduation; supervisory ability; tact; good judgment; ability to meet and to deal with people; minimum age 25.

ASSISTANT SUPERINTENDENT OF OPERATIONS
(Chicago)

ASSISTANT SUPERINTENDENT OF PRINT SHOP

Definition:

Under the Superintendent, to assist in the maintenance, operation, and supervision of the Print Shop.

Duties by Example:

To assist in the general supervision of the entire Print Shop; confer with Foremen on printing matters; approve press proofs; assist in planning of printing jobs, including typographical lay-out, design, printing, and engravings; review job printing for quality of workmanship; make preliminary estimate of costs of production on printing work; perform supervisory duties as assigned.

Qualifications:

High school graduation; at least five years of experience as Foreman of a composing room, or ten years of experience in composing room work; thorough knowledge of printing methods of production and printing equipment; competence as a Compositor and Linotype Operator; thorough knowledge of book and job printing; ability to handle men; supervisory ability; good judgment; tact; ability to deal harmoniously with others; minimum age 30.

Duties:

Under the supervision, to assist in the maintenance, operation, and supervision of the Drive Shop.

Duties by Grade:

To assist in the general supervision of the entire Drive Shop; confer with foremen on personnel matters; approve leave periods; assist in planning of printing jobs, including typographical layout, design, printing, and engraving; review job printing for quality of workmanship; make preliminary estimate of costs or production on printing work; perform supervisory duties as assigned.

Qualifications:

High school graduation; at least five years of experience as foreman of a composing room, or two years of experience in composing room work; thorough knowledge of printing methods of reproduction and printing equipment; be a Typesetter and Linotype Operator; thorough knowledge of book and job printing; ability to handle men; supervisory ability; good judgment; tact; ability to deal harmoniously with others; minimum age 30.

SUPERINTENDENT OF REPAIRS AND UTILITIES
(Galesburg)

Definition:

Under administrative supervision, to be responsible for the operation and maintenance of the heating plant, water treatment plant, incinerator, steam, light, power, gas, and water distribution, swimming pool, building maintenance, projection service, sound or public address systems, telephone system, maintenance shops, and for related work involved on the Galesburg campus.

Duties by Example:

To establish standards of operation for the above responsibilities and for the training of personnel involved, to establish working schedules and be responsible for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; be responsible for supervision of repair and replacement, additions, or alterations to Physical Plant and departmental equipment, when executed by University employees;preparation of estimates, establishment of unit costs for estimating purposes and for preparation of operating budget; perform related duties as assigned.

Qualifications:

High school graduation, University graduation in mechanical, civil, or architectural engineering preferred, or the equivalent in experience and training; extensive and responsible experience in the management and maintenance of properties, of which two years must have been in a supervisory capacity; administrative ability; resourcefulness; integrity; ability to direct a large group of employees; tact; good physical condition; minimum age 30.

Definition:

Under administrative supervision, to be responsible for the operation and maintenance of the heating plant, water treatment plant, incinerator, steam, light, power, gas, and water distribution, swimming pool, building maintenance, ventilation, sewer or septic system system, telephone system, maintenance shops, and for related work involved in the following duties.

Typical Examples:

To establish standards of operation for the above responsibilities and for the training of personnel involved; to establish working schedules to be responsible for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work; to be assigned responsible for supervision of repair and replacement, additions, or alterations to physical plant and departmental equipment, when allowed by university employment; preparation of estimates, recommendation of unit costs for estimating purposes and for preparation of operating budget; performs related duties as assigned.

Qualifications:

High school graduation, University graduation is preferred, and/or an equivalent combination of training and experience in the maintenance and operation of properties of which one years must have been in a supervisory capacity; considerable ability; reasonably good judgment and initiative; ability to attain a large group to maintain such good operated conditions; ability to age 50.

SUPERINTENDENT OF ROADS, GROUNDS, AND TRANSPORTATION
(Galesburg)

Definition:

Under administrative supervision, to be responsible for grounds maintenance, truck and car operation, garage operation, trash and garbage pickup, pest control, and to perform related work involved.

Duties by Example:

To establish standards of operation for the above responsibilities and for the training of personnel involved; establish working schedules and the responsibility for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; develop planting and grounds improvement program; prepare and maintain record for budget purposes; perform related duties as assigned.

Qualifications:

Graduation from recognized school of landscape architecture, or the equivalent in experience and training; extensive and responsible experience in maintenance of grounds and equipment of which two years must have been in a supervisory capacity; administrative ability; resourcefulness; integrity; ability to direct a large group of employees; tact; good physical condition; minimum age 30.

Definition:

Under administrative supervision, to be responsible for grounds maintenance, truck and car operation, garage operation, tires and petroleum stocks, gas control, and to perform related work as required.

Duties by Example:

To establish standards of operation for the above responsibilities and for the training of personnel involved; establish working schedules and the responsibility for direction of work to meet the operational standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; develop planning and provide improvement programs are maintain records for budget purposes; perform related duties as required.

Qualifications:

Graduation from recognized school of landscape architecture, or the equivalent in experience and training; extensive and responsible experience in maintenance of grounds and equipment of which two years must have been in a supervisory capacity; thorough administrative ability; resourcefulness; initiative; ability to direct a large group of employees; good physical condition; minimum age 30.

SUPERINTENDENT OF SANITATION AND SAFETY

Definition:

Under administrative supervision, to be responsible for operation of Fire Station, Water Station, departmental safety program, pest extermination, and related work involved in the maintenance of high sanitation and safety standards.

Duties by Example:

To establish standards for training firemen and for the operation and maintenance of fire protection facilities; supervise operation of fire station; establish standards for purification and protection of water supply; supervise the construction, operation, and repair of water station equipment; supervise operation of swimming pools, food service inspection as assigned, and pest extermination; be responsible for budgeting and for expenditure of funds for operation and maintenance of services assigned.

Qualifications:

College or technical school graduation; with special training in sanitary or civil engineering; extensive practical experience in sanitary engineering work; knowledge of statutes relating to standards of sanitation as they apply to the University of Illinois; knowledge of standards of fire protection and necessary equipment; knowledge of the methods of operation of filtration plants and the production of pure, healthful water; tact; good judgment; ability to deal harmoniously with the faculty and staff; minimum age 26.

Definition:

Under administrative supervision, is responsible for operation of fire fighting, water pumping, department safety programs, pest extermination, and related work involved in the maintenance of high ventilation and safety standards.

Duties in General:

To maintain standards for training fireman and for the operation and maintenance of fire protection vehicles; supervise operation of fire station; establish standards for purification and protection of water supply; supervise the construction, operation, and repair of water station equipment; supervise operation of swimming pools, food service institution on campus, and pest extermination; be responsible for lighting and the operation of various equipment.

Qualifications:

College or technical school graduation with special training in chemistry or civil engineering; extensive practical experience in sanitary engineering work; knowledge of statutes relating to operation of sanitation as they apply to the University of California; knowledge of principles of fire protection and necessary equipment; knowledge of the methods of operation of filtration plants and the purification of water; good working, personal judgment; ability to deal harmoniously with the faculty and staff; minimum age 21.

SUPERINTENDENT OF UTILITIES

Definition:

Under administrative supervision, to be responsible for providing heat, light, and power service to the University and to exercise general and technical supervision over the University heating and power plant and related services.

Duties by Example:

To plan, organize, coordinate, and direct the staff of the power plant and steam distribution system and related services; give active assistance, supervision, and instruction to staff; be responsible for reports on purchases, deliveries, maintenance, and operating expenditures; prepare budgets; issue requisitions and work orders; supervise the design, specifications, and layout of major improvements; handle correspondence; cooperate with the other divisions of the Physical Plant staff; upon request, make recommendations on organization and management of Physical Plant problems; perform related duties as assigned.

Qualifications:

Graduation from a college or university of recognized standing, with major work in mechanical and steam engineering or an equivalent combination of education and training; thorough knowledge of boilers, engines, pumps, motors, and other power plant equipment; familiarity with State laws and regulations relating to power plant operation; mechanical skill and aptitude; organizing and supervisory ability; resourcefulness; good judgment; extensive experience in a plant of similar capacity, at least two years of which has been in a supervisory capacity with major responsibility; good physical condition; ability to deal harmoniously with the administrative staff of the University; minimum age 30.

CREAMERY SUPERVISOR

Definition:

Under administrative supervision, to be responsible for the efficient operation and maintenance of a dairy.

Duties by Example:

To plan the work for the men in the dairy; supervise work; operate creamery machinery; make butter, cheese and ice cream; pasteurize milk and cream; supervise bottling of milk; keep production and plant records; make tests; make reports; supervise maintenance of compressors, motors, machines, and equipment; keep dairy equipment in sanitary condition; keep inventories; perform related duties as assigned.

Qualifications:

University graduation with major in dairy technology desirable; three years of experience in the manufacture of dairy products; thorough knowledge of mechanical refrigeration; in lieu of University degree, experience of responsibility in the manufacture of dairy products may be substituted year for year up to a maximum of four years; thorough knowledge of the manufacture of butter, cheese, and ice cream; ability to handle men; certification by University health officer as food handler; minimum age 26.

Duties in Detail:

Under administrative supervision, to be responsible for the efficient operation and maintenance of a dairy.

Duties in Detail:

To plan the work for the men in the dairy department; operate creamery machinery; make butter, cheese and ice cream; pasteurize milk and cream; supervise bottling of milk; keep production and plant records; make tests; make reports, supervise maintenance of conveyors, motors, machines, and equipment; keep dairy equipment in sanitary condition; keep inventories; perform related duties as required.

Qualifications:

University graduation with major in dairy technology desirable; three years of experience in the operations of dairy products, thorough knowledge of mechanical refrigeration; in lieu of University degree, experience of responsibility in the manufacture of dairy products may be substituted year for year up to a maximum of four years; thorough knowledge of the principles of bottling, quality control and the ability to handle men; ability to obtain satisfactory relationships with employees and the public; good health; minimum age 21.

CUSTODIAL SUPERVISOR

Definition:

Under direction, to supervise work involved in the care and maintenance of buildings and grounds.

Duties by Example:

To supervise janitorial staff; arrange and adjust work schedules; make work assignments; supervise preparation for public functions; make out minor repair orders; direct movement of department equipment; check time cards; inspect work, buildings, and equipment; perform related duties as directed.

Qualifications:

Grade school graduation, high school graduation preferred; extensive experience in custodial work, of which three years must have been in a university or college; supervisory ability; good physical condition; tact; good judgment; minimum age 25.

Definition:

Under direction, to supervise work involving in the care and maintenance of building and grounds.

Duties by Example:

To supervise janitorial staff; arrange for their work assignments; rate work performance; make supervisory recommendation for promotion; make and enforce regulations covering; direct movement of equipment and supplies; check time cards; inspect work, buildings, and equipment; perform related duties as directed.

Qualifications:

Three years general work, high school graduation or equivalent; extensive experience in custodial work, of which three years must have been in a supervisory or college; supervisory ability; good physical condition; valid state chauffeur's license and [illegible].

DINING ROOM SUPERVISOR

Definition:

Under direction, to supervise the operation of a dining room or lunch room.

Duties by Example:

To supervise dining room and kitchen employees; assist in the planning of menus; supervise serving of foods; supervise storeroom; make reports; arrange work schedules; assist in planning banquets and special functions; make inventories; be responsible for the general appearance of the dining room and kitchen, the care of linen, silver, and equipment; perform related duties as assigned.

Qualifications:

High school graduation; university graduation with training in home economics desirable; experience in dining room operation; pleasing personality; excellent physical condition; good appearance; minimum age 20.

FOUNTAIN SUPERVISOR

Definition:

Under general supervision, to be responsible for the complete operation of a soda fountain.

Duties by Example:

To plan working schedules for employees; supervise their work; order supplies from kitchen and storeroom; oversee cleaning and maintenance; receive cash from cashier and make deposits; make daily reports to manager.

Qualifications:

High school education; five years of experience in fountain work; two years of supervisory experience; tact; pleasing personality and appearance; ability to get along with the public; good physical condition; ability to direct employees; knowledge of food and prices; minimum age 28.

Definition:

Under general supervision, to be responsible for the complete operation of a scow fountain.

Duties in General:

To plan working schedules for employees engaged in the scow; supervise duties from dipping ice cream; oversee cleaning and maintenance; supervise fountain counter and make deposits; make daily reports to manager.

Qualifications:

High school education; five years of experience in fountain work; two years of supervisory experience; busy planning personality and effervescent ability to get along with the public; good physical condition; ability to direct employees; knowledge of food and private minimum age 69.

INTAKE SUPERVISOR

Definition:

Under administrative supervision, to direct and supervise the activities of the Intake Division of the Clinics and perform related work as required.

Duties by Example:

To supervise the intake interviewers in their work; take personal and social histories of patients; interview patients to ascertain their eligibility for clinic care in accordance with the policy of the institution; confer with agencies and with the Director of Clinics on problematical cases; maintain necessary records.

Qualifications:

Graduate of a recognized college or university with work in sociology, psychology, and social administration; two years experience in either an accredited hospital or a social agency; a real interest in human beings; capacity to supervise others; tact; skill in interviewing and in professional relationships with physicians, social agencies, and others.

Duties:

Under administrative supervision, to direct and supervise the activities of the Intake Division of the Clinics and perform related work as required.

Duties or Examples:

To supervise the intake interviewers in their work; take personal and special histories of veterans; interview patients to ascertain their eligibility for clinic care in accordance with the policy of the institution; confer with appropriate and with the Director of Clinics on professional cases; maintain necessary records.

Qualifications:

Graduate of a recognized college or university with work in sociology, psychology, and social administration; two years experience in either an accredited hospital or a social agency; and some interest in human beings; capacity to supervise others; tact; ability to interview and to establish relationships with physicians, social agencies, and others.

INVENTORY SUPERVISOR

Definition:

Under the Purchasing Agent, to be responsible for the maintenance of a complete inventory record system for University equipment, and to study the use made of equipment and insofar as possible to reassign in instances of greater need.

Duties by Example:

To be responsible for the maintenance of a tabulating card inventory system for all permanent University equipment, and a card system for the classification of equipment; make suggestions for improving the system; assign appropriate code numbers to each item of permanent University equipment; maintain a manual of instructions for the use of all persons working with inventories; advise departments concerning inventory procedures; study the use made of permanent equipment throughout the University and make recommendations for reassignment where desirable; prepare reports; perform related duties as assigned.

Qualifications:

University graduation; extensive experience in inventory work desirable; some of which should have been in a supervisory capacity; thorough knowledge of inventory procedures and of coding, filing, and record work; accuracy; good judgment; ability to work harmoniously with staff members; minimum age 25.

Definition:

Under the Purchasing Agent, to be responsible for the maintenance of a complete inventory record system for University equipment, and to apply the use of judgment and leader as possible in regard to inclusion of certain uses.

Duties by Example:

To be responsible for the maintenance of a tabulating card inventory system for all permanent University equipment, and a card system for the classification of equipment, make suggestions for improving the system, assign appropriate code numbers to each item of permanent University equipment, maintain a manual of instructions for the use of all persons working with inventory, advise departments concerning inventory procedures, study the uses made of permanent equipment throughout the University and make recommendations for reclassification where justified, prepare reports relative thereto as required.

Qualifications:

University graduation; clerical experience in inventory work desirable; some of which should have been in a supervisory capacity through knowledge of inventory procedures and of coding, filing, and record work; judgment and judgment; ability to work harmoniously with staff members; clerical

LAUNDRESS SUPERVISOR

Definition:

Under direction, to supervise work of laundresses.

Duties by Example:

To supervise and direct laundresses working on the mangle; shake out flat work; feed flatwork, folding and separating flat work, rough dry from tumbler; be responsible for work performed; perform related duties as directed.

Qualifications:

Grade school education; at least three years of laundry experience; ability to direct workers; good health; initiative; dependability; tact; minimum age 25.

Definition:

Under direction, to supervise work of
inmates.

Duties by Example:

To supervise and direct inmates working on
the various state out door work, road flooring,
fighting and repairing dirt work, rough dry farm
work, to be responsible for work performed; perform
related duties as directed.

Qualifications

Some school education; at least three years of
inmate supervisory ability to direct workers; good
health; initiative; dependability; (note: minimum
age 25.

MAILING SERVICE SUPERVISOR

Definition:

Under the Director of the University Press, to be responsible for the operations of the Mailing Service.

Duties by Example:

To be familiar with all mailing procedures and requirements; be familiar with various types of mailing machines and postal meter machines and with their operation; supervision of Messengers; supervision of mailing service employees.

Qualifications:

University graduation desirable, with experience in handling mail; university graduation not required if offset by considerable experience in mail handling; supervisory ability; pleasing personality; integrity; dependability; good judgment.

MAILING SERVICE SUPERVISOR

Definition:

Under the Director of the University Press, to be responsible for the operations of the Mailing Service.

Duties by Example:

To be familiar with all mailing procedures and requirements; be familiar with various types of mailing machines and postal meter machines and with their operation; supervision of messengers; supervision of mailing service employees.

Qualifications:

University graduation desirable, with experience in handling mail; university graduation not required if offset by considerable experience in mail handling; supervisory ability; pleasing personality; integrity; dependability; good judgment.

MEDICAL SOCIAL SERVICE SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the medical social program of the Division of Services for Crippled Children.

Duties by Example:

To evaluate the needs of the medical social service program; participate in general planning of the Division's program to increase the understanding and skill in social service to sick people on the part of staff members; plan and direct the activities of the medical social service staff; direct recruitment and orientation of the staff members in medical social service program; give consultation on medical social service problems to the members of the Division staff; interpret and promote the policies and procedures of the Division as related to medical social service; establish and maintain effective working relationships with health, welfare, educational, vocational, and other public and private agencies throughout the State; correlate the medical social service adjustment program for individual children with other services of the Division of Services for Crippled Children; maintain records and reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited college approved by the North Central Association or similar accrediting body with Bachelor's degree; completion of a training course in Medical Social Work approved by the American Association of Medical Social Workers which leads to a Master's degree

MEDICAL SOCIAL SERVICE OBSERVATION
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the medical social program of the Division of Services for Crippled Children.

Duties by Example:

To evaluate the needs of the medical social service program; participate in general planning of the Division's program to increase the usefulness and skill in social service to sick people on the part of staff members; plan and direct the activities of the medical social service staff; direct recruitment and orientation of the staff members in medical social service program; give consultation on medical social service problems to the members of the Division staff; interpret and promote the policies and procedures of the Division as related to medical social service; establish and maintain effective working relationships with health, welfare, educational, recreational and other public and private agencies throughout the State; correlate the medical social service activities for individual children with other services of the Division of Services for Crippled Children; maintain records and prepare reports as related duties are assigned.

Qualifications:

Graduation from an accredited college approved by the North Central Association or similar accrediting body with Bachelor's degree; completion of a training course in Medical Social Work approved by the American Association of Medical Social Workers which leads to a Master's degree

MEDICAL SOCIAL SERVICE SUPERVISOR
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

from an approved college or university in medical social work; five years of experience in medical social service work, two of which should be in an accredited hospital or clinic social service department, under the supervision of a qualified medical social worker; two years of experience in a public medical care program, at least one of which should be in a crippled children's program; at least three years of the above experience must have been in a responsible administrative capacity in medical social service work in a recognized agency; interest in and ability to work with other people, including good leadership qualities; ability to exercise good judgment in evaluating situations and in making decisions; supervisory ability; tact; enthusiasm; good judgment; pleasing personality; good health; minimum age 28.

MEDICAL SOCIAL SERVICE DEPARTMENT
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

NURSING SERVICE SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the nursing aspects of the Division's state-wide program of services for crippled children.

Duties by Example:

To evaluate the needs of the nursing program; plan and direct the activities of the nursing staff; arrange for in-service training programs; establish and maintain effective working relationships with health, welfare, and other public or private agencies throughout the state; plan and conduct staff educational programs such as institutes, conferences, and demonstrations, which will stimulate increased interest in, and cooperation with, the Division's program; cooperate in the development of a well-rounded medical, nursing, and social service program.

Qualifications:

College graduation from an accredited school; graduation from an accredited school of nursing, and State Registration within a year after beginning work; completion of an approved one-year program of study in Public Health Nursing; completion of an approved course in physical therapy, or completion of an approved combined course in orthopedic nursing and physical therapy; advanced training in pediatric nursing preferred, and a course in supervision desirable; four years of experience in a generalized public health nursing agency, two of which must have been in a

Definition:

Duties and Responsibilities:

Qualifications:

NURSING SERVICE SUPERVISOR
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

responsible supervisory capacity, or at least two years of public health nursing experience and not less than three years of nursing experience in a responsible supervisory capacity; three years as a nursing consultant in an agency rendering services to crippled children; supervisory and administrative ability, including good leadership qualities; interest in, and ability to work with, people; ability to exercise good judgment in evaluating situations and in making decisions; good health; minimum age 28.

Rehabilitation Counselor
(Rehabilitation of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

responsible supervisory capacity, or at least two years of public health nursing experience and not less than three years of medical experience in a responsible supervisory capacity; three years as a teaching consultant in special education services to crippled children; experience and administrative ability, indicating good judgment; interest in, ability to work with, people; ability to interpret and implement policies and to maintain good health; minimum age 25;

ASSISTANT NURSING SERVICE SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Nursing Services, to assist with the development of the nursing aspects of the Division's state-wide program of services for crippled children.

Duties by Example:

To assist in the execution of the field activities planned for the nursing staff; be responsible for the nursing aspects of the special services of the Division.

Qualifications:

College graduation from an accredited school; graduation from an accredited school of nursing, and state registration in Illinois within a year after beginning work; completion of an approved one-year program of study in Public Health Nursing; completion of an approved course in physical therapy or completion of an approved combined course in orthopedic nursing and physical therapy; advanced training course in pediatric nursing desirable; a course in supervision desirable; four years of experience in a generalized Public Health Nursing agency, two of which must have been in a responsible supervisory capacity or as a supervisor; two years of experience as a nursing consultant in an agency rendering services to crippled children; supervisory and administrative ability, including good leadership qualities; interest in, and ability to work with, people; ability to exercise good judgment in evaluating situations and in making decisions; good health; minimum age 28.

RECREATION LEADER (GIRLS' WORK)
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Nursing Services, to assist with the development of the nursing aspects of the District's educational program of services for crippled children.

Duties in General:

To assist in the execution of the field service plan developed for the nursing staff; be responsible for the nursing aspects of the special services of the District.

Qualifications:

College graduation from an accredited school; graduation from an accredited school of nursing; and state registration in Illinois within a year after graduating work; completion of an approved one-year program of study in Public Health Nursing; completion of an approved course in physical therapy or completion of an approved combined course in occupational nursing and physical therapy; advanced training and/or experience in pediatric nursing desirable; a course in secretarial training; four years of experience in a generalized public health nursing agency, two of which must have been in a responsible supervisory capacity or as a supervisor; two years of experience as a nursing consultant in an agency rendering services to crippled children; supervisory and administrative ability; initiative; good judgment; ability to discover in, and ability to work with, people; ability to interpret good judgment in evaluating situations and in making decisions; good health; citizen of U.S.

OFFICE SUPERVISOR

Definition:

Under the Dean of a College, to exercise general supervision over the clerical and stenographic staff of the College, Station, or Extension staff.

Duties by Example:

To establish uniform standards for stenographic, clerical, and mimeograph work; confer with department heads and office staff concerning matters of office procedure; keep College personnel records; assist department heads and the Dean on budget matters involving clerical staff; approve or recommend for approval requisitions for office equipment; edit and proofread material submitted for mimeographing; prepare reports; approve wage pay rolls for clerical staff; meet with and advise departments concerning policies, procedure, and good office practice; keep abreast of modern trends in business practice and procedure; perform related duties as assigned.

Qualifications:

University graduation, with special training in business administration; extensive experience in secretarial work, of which at least three years must have been in a supervisory capacity; thorough knowledge of modern office practices and procedures; tact; integrity; good judgment; ability to deal harmoniously with faculty and staff; minimum age 25.

Definition:

Under the Dean of a College, to exercise general supervision over the clerical and stenographic staff of the College, Station, or Extension staff.

Duties by Example:

To establish uniform standards for correspondence, and stenographic work; confer with department heads and office staff concerning matters of office procedure; keep College personnel records; assist department heads and the Dean on budget matters involving clerical staff; approve or recommend for approval requisitions for office equipment; and procedure materials submitted for mimeographing; prepare reports; approve wage pay rolls for clerical staff; meet with and advise department personnel on office procedure, and good office practice; keep abreast of modern trends in business practice and procedure; perform related duties as assigned.

Qualifications:

University graduation, with special training in business administration; extensive experience in secretarial work, of which at least three years must have been in a supervisory capacity; thorough knowledge of modern office practices and procedures; practical experience with faculty and staff; minimum age 25.

POWER PLANT SHIFT SUPERVISOR

Definition:

Under the Power Plant Mechanical Engineer, to have immediate charge of and be responsible for the operation and maintenance of the power plant and equipment during working hours of shift as assigned.

Duties by Example:

To supervise and direct the work of Plant Operating Engineers, Power Plant Mechanics, Water Station Operators, coal and ash handlers, and other employees as assigned; assist the Power Plant Mechanical Engineer in the development of operating standards and preventive maintenance programs; train and direct the work of the employees assigned to maintain those standards and programs; record data and operating statistics of shift assignment; perform related duties as assigned.

Qualifications:

Sufficient technical training and experience to make performance tests of fuels and equipment; some college or university training, or the equivalent in special training courses is preferred; supervisory training, experience, and ability to direct the work of power plant employees on shift assignment; sufficient knowledge of power plant design to direct operation and maintenance of power plant with the minimum of technical assistance; resourcefulness; dependability; loyalty to University policies and objectives; good judgment; ability to work harmoniously with the power plant staff; minimum age 25.

PSYCHOLOGICAL SERVICE SUPERVISOR

Definition:

Under the Director, to be responsible for the development and carrying out of a program of psychological services for children served by the Division of Services for Crippled Children.

Duties by Example:

To develop and utilize psychological resources in consultation with parents, physicians, school authorities, nurses, and social workers; determine mental educability of children; develop educational and vocational plans for them; work cooperatively with public and private agencies of all kinds; correlate psychological services with the other professional services of the Division; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in social studies, psychology, or education; master's degree or its equivalent from an approved college or university, with a major in clinical psychology; minimum of five years of experience in psychological work in a public school, college, university or social agency clinic, at least two of which must have been in a supervisory capacity; comprehensive and specialized knowledge of the principles and techniques of clinical psychology, guidance, and good judgment; good physical condition; ability to travel extensively; minimum age 28.

Definition:

Under the Director, to be responsible for the development and carrying out of a program of psychological services for children covered by the Division of Services for Crippled Children.

Duties or Examples:

To develop and utilize psychological resources in connection with nurses, physicians, school authorities, nurses, and social workers; determine mental adaptability of children; develop educational and vocational plans for them; work cooperatively with public and private agencies of all kinds; coordinate psychological services with the other professional services of the Division; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in social studies, psychology, or education, master's degree or its equivalent from an approved college or university, with a major in clinical psychology; minimum of five years of experience in psychological work in a public school, college, university or social agency clinic, at least two of which must have been in a supervisory capacity; comprehensive and specialized knowledge of the principles and techniques of clinical psychology, guidance, and good judgment; good physical condition; ability to travel extensively; minimum age 30.

RECORD ROOM SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the development and maintenance of a reference library containing professional and educational material for the use of the professional staff of the Division of Services for Crippled Children.

Duties by Example:

To maintain a system of circulation of current literature, pamphlets, books, and news releases for the professional staff and district offices; maintain a permanent library of literature, educational material, and magazines; develop channels for the dissemination of information; abstract journals, special dictionaries, and professional publications and pamphlets for the use of the professional staff; review and evaluate books in special fields related to the professional work of the Division; keep the staff members adequately informed of significant new contributions in each of their professional fields and those related to the medical, educational, and social program; examine government and state documents and publications, clinic and foundation publications as a source for reference material; arrange cooperative exchanges with other libraries; secure information on current national legislation which affects the services of the Division and its cooperating agencies; report daily on legislative proposals and actions taken by the General Assembly on bills which are of interest and pertinent to the Division program;

Definition:

Under the Director, is to be responsible for the development and maintenance of a reference library containing professional and educational material for the use of the professional staff of the Division of Services for Crippled Children.

Duties by Design:

RECORD ROOM SUPERVISOR
(Division of Services for Crippled Children)
(continued)

Duties by Example: (continued)

supply district offices with educational material suitable for distribution to parents; collect and maintain exhibits useful to parents and individuals working with crippled children; gather data in relation to such programs or projects; plan lay-outs and exhibits illustrative of the work and program of the Division.

Qualifications:

Graduation from an accredited college or university, with a major in journalism or library science; special courses in composition and design; one year of training in library science desirable; knowledge of typing; three years of experience, one year of which should have been in editorial work and two years of which should have been medical library or clinic, which included the organization and set-up of a library plan; pleasing personality; tact; resourcefulness; good judgment; ability to work with other people; ability to exercise good judgment and discrimination in selecting and evaluating professional material; good health; minimum age 25.

Example

ROUTING SUPERVISOR

Definition:

Under the Superintendent of Buildings and Grounds, to be responsible for the routing of all reports for repairs and maintenance of buildings and grounds.

Duties by Example:

To issue work orders to perform all job orders; supervise subordinates; issue material requisitions to the Purchasing Department; set up repair orders for detailed statements; check breakdown on repair jobs for work order, number, class, labor, and materials; close out job orders; assign automobiles to staff; check progress reports on open jobs; perform related duties as assigned.

Qualifications:

High school graduation; five years of experience in the University Physical Plant, at least two years of which must have been in the Routing Office; thorough knowledge of Physical Plant job order system and accounting procedures; knowledge of building trades terminology; tact; ability to cooperate with associates; minimum age 25.

Definition

Under the Superintendent of Buildings and Grounds, is responsible for the routing of all repairs for repairs and maintenance of buildings and grounds.

Duties and Responsibilities

To learn work orders by performs all job orders; supervises subordinates; learn material requisitions to the Purchasing Department; act as repair orders for material information; check deliveries on repair jobs for work order, number, class, labor, and material) close out job orders; assign maintenance to staff; check progress reports on open jobs; performs related duties as required.

Qualifications

High school graduation; five years of experience in the Physical Physical Plant; at least two years of water conditioning; valid Nursing Office; through equivalent physical plant; job carpentry and plumbing procedures; knowledge of heating trades; ability to communicate with individuals; minimum age 25.

SEWING AND SURGICAL DRESSING SUPERVISOR

Definition:

Under the direction of the Administrator to supervise and administer the mending and manufacture of hospital linens, and the packaging and issue of surgical dressings.

Duties by Example:

To supervise and assign duties to personnel; direct and assist in pattern design, layout and cutting of materials; requisition materials needed for production and distribution; consult with purchasing agent in selection of materials, garments and supplies used in fabrication of hospital linens; keep cost records on time and materials and allocate them to job sheets and work orders; consult with hospital departments concerning special linen requirements; exercise judgment as to method of mending and repair of hospital linens and garments; requisition and package surgical dressings according to hospital requirements; perform related duties as assigned.

Qualifications:

High school graduation; three years of experience as power sewing machine operator, at least one year of supervisory experience; ability to manufacture and interpret patterns; knowledge of textiles and surgical supplies; good physical condition; supervisory ability; minimum age 30.

NURSING AND SURGICAL INSTRUMENT SUPERVISOR

Definition:

Under the direction of the Administrator to supervise and administer the nursing and maintenance of hospital linens, and the packaging and issue of surgical dressings.

Duties by Example:

To supervise and direct duties to personnel; direct and assist in patient dietary, layout and cutting of materials; requisition materials needed for production and distribution; consult with purchasing agent in selection of materials, grades and supplies used in fabrication of hospital linens; keep cost records on time and materials and allocate them to job sheets and work orders; consult with hospital departments concerning special items requirements; receive judgment as to method of meeting and report of hospital items and garments; requisition and purchase surgical dressings according to hospital requirements; perform related duties as assigned.

Qualifications:

High school graduation; three years of experience as nurse aiding medical operator, at least one year of supervisory experience; ability to maintain and interpret patients; knowledge of terrific and surgical supplies; good physical condition; adequate vision ability, minimum age 30.

SPEECH AND HEARING SERVICE SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the statewide speech and hearing rehabilitation program of the Division of Services for Crippled Children.

Duties by Example:

To evaluate existing facilities in speech and hearing rehabilitation; correlate the speech and hearing aspects of the Division program with other facilities in the state and encourage the further development of facilities; conduct speech and hearing clinics for diagnostic and treatment purposes throughout the state; arrange with physicians, nurses, speech correctionists, and school officials for treatment, education, and follow-up care; render consultation service in speech and hearing rehabilitation; determine eligibility of children with speech and hearing defects for re-education; correlate speech and hearing rehabilitation services with other services of the Division of Services for Crippled Children; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in speech re-education or pathology; Master's degree from a recognized college or university in speech correction, or in clinical psychology, including advanced courses in the hard-of-hearing field; course in supervision

Definition:

Under the Director, to be responsible for the statewide speech and hearing rehabilitation program of the Division of Services for Crippled Children.

Duties by Example:

To evaluate existing facilities in speech and hearing rehabilitation; correlate the speech and hearing aspects of the Division program with other facilities in the state and encourage the further development of facilities; counsel speech and hearing clinics for diagnostic and treatment purposes throughout the state; arrange with physicians, nurses, speech correctionists, and school officials for treatment, education, and follow-up care; render consultation service in speech and hearing rehabilitation; determine eligibility of children with speech and hearing defects for re-education; correlate speech and hearing rehabilitation services with other services of the Division of Services for Crippled Children; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in speech correction or pathology; Master's degree from a recognized college or university in speech correction, or in clinical psychology, including advanced courses in the hard-of-hearing field. Survey in supervision

SPEECH AND HEARING SERVICE SUPERVISOR
(Division of Services for Crippled Children)
(continued)

Qualifications: (continued)

recommended; at least four years of experience in speech correction, including two years supervisory experience in the public schools, a hospital, or a university clinic; experience in program planning and development of speech correction services; supervisory and administrative ability, including good leadership qualities; ability to organize and carry out a state-wide program; ability to exercise good judgment in evaluating situations and in making decisions; tact; enthusiasm; interest in, and ability to work with, people; good health; freedom to travel extensively; minimum age 26.

STORES SUPERVISOR

Definition:

To be responsible for the supervision of Storekeepers and to coordinate activities and relationships of a group of storerooms.

Duties by Example:

To supervise employees working under his direction in the receiving, storage, and issuing of supplies and equipment; dispense stores and equipment to students, faculty, and the general public; keep inventory of entire stock; on occasion interview salesmen and assist in the purchase of stores and supplies; prepare reagents and solutions; do minor repair work; supervise the receipt, inspection, storage, pricing and billing of stocks; be responsible for storeroom accounts; be responsible for stock records; perform other supervisory duties necessary for the efficient operation of storerooms.

Qualifications:

High school graduation, college training desirable; at least five years of experience in stores clerk work, of which two years must have been in the University; good physical condition; accuracy; tact; supervisory ability; minimum age 21.

Description:

To be responsible for the observation of those
[illegible] to coordinate activities and publicize
of a natural observatory.

Duties to include:

To supervise assistants working under his direction
in the preparing, storage, and issuing of samples
and equipment; diagnose ailments and equipment to
animals, faculty, and the general public; keep
inventory of entire stock; on occasion interview
and examine applicant in the confines of shops and
supplies; prepare reports and solutions; to plan
project work; supervise the receipt, temperature,
storage, public and initial of stocks; be responsible for
stock records; perform other supervisory duties
necessary for the efficient operation of observatory.

Qualifications:

High school graduation, college training desirable;
at least five years of experience in marine plant
work, of which two years must have been in the
University; good physical condition; necessary hourly
supervisory ability; minimum age 21.

TABULATING MACHINE SUPERVISOR

Definition:

Under the Chief Accountant, to be responsible for the operation of the Tabulating Office.

Duties by Example:

To supervise the operation of tabulating equipment; wire contact boards; set and adjust machinery; make calculations; do minor repair work; supervise staff; consult with, and advise, department heads concerning their statistical and tabulating work; perform tabulating machine service for all departments upon request; keep time and cost records; charge departments for services; prepare Stores Vouchers; keep records; prepare reports; approve pay rolls; perform related duties as assigned.

Qualifications:

University graduation with special training in accounting or engineering; extensive experience with tabulating and statistical equipment, at least one year of which must have been in a college or university; tact; resourcefulness; good judgment; personality conducive to dealing harmoniously with faculty and staff; minimum age 25.

Definition:

Under the Chief Accountant, to be responsible for the operation of the Tabulating Office.

Duties by Example:

To supervise the operation of tabulating equipment; write report cards; mix and adjust machines; make calculations; to plan payroll work; supervise staff; consult with, and advise, department heads concerning their statistical and tabulating work; perform terminating payroll service for all departments upon request; keep time and cost records; supervise tabulating machine service for all departments (or services) prepare reports; approve vouchers; keep records; prepare reports; approve payroll; perform related duties as assigned.

Qualifications:

Thoroughly proficient with special training in accounting or equivalent; extensive experience with tabulating and statistical equipment, at least one year of which must have been in a position of responsibility; tact; resourcefulness; good judgment; personally capable to deal with personnel with loyalty and zeal; minimum age 25.

ASSISTANT TABULATING MACHINE SUPERVISOR

Definition:

Under the Supervisor, to assist in directing the operation of the Tabulating Office.

Duties by Example:

To operate all units of tabulating equipment as required; wire and check plugboards of accounting machines; assist the Supervisor as directed and be responsible for the operation of the office in his absence; check and route all materials coming into and going out of the office; be responsible for all work with deposits records done in the Tabulating Office; make all reconciliations; compute charges and bill for all service done in the office; be responsible for all inventory and adequacy of all tabulating supplies; compute monthly departmental profit and loss statements.

Qualifications:

University graduation, with basic training in accounting; full time experience in accounting work may be substituted year for year for a maximum of two years for university work; two years of full-time experience operating and wiring tabulating equipment, or satisfactory completion of training courses offered by manufacturers of tabulating equipment; tact; resourcefulness; good judgment; minimum age 22.

TRAINING SUPERVISOR, MEDICAL SOCIAL SERVICE

Definition:

To be responsible for the planning and carrying out of training programs for medical social students and practicing workers.

Duties by Example:

To plan and carry out field work placement and supervise planned experience for medical social students and practicing workers; arrange for their participation in related aspects of classroom instruction; assist in participation in educational programs for students in other professional fields, assist in participation in staff education programs; assist with any developed training project.

Qualifications:

Completion of an approved course in medical social work in an accredited school of social work; five years (within the last ten years) full-time paid experience in the practice of social work in an agency maintaining acceptable standards, which must include: one year of supervised experience in medical social work in a hospital or clinic whose social service department maintains acceptable standards, one year of supervisory responsibility for students or workers in social work, and one year of additional experience in work involving consultative, administrative, supervisory, or teaching responsibility; preference will be given to experience secured in public health or in public medical care programs.

or

TRAINING SUPERVISOR, MEDICAL SOCIAL SERVICE
(continued)

Qualifications: (continued)

Completion of a two-year course in an accredited school of social work; five years (within the last ten years) full-time paid experience in the practice of social work in an agency maintaining acceptable standards, which must include: two years of supervised experience in medical social work in a hospital or clinic maintaining acceptable standards; one year of supervisory responsibility for students or workers in social work, and one year of additional experience in work involving consultative, administrative, supervisory, case work, or teaching responsibility; preference will be given to experience secured in public health or in public medical care programs.

TRAINING SUPERVISOR, MEDICAL SOCIAL SERVICE
(continued)

Qualifications: (continued)

Completion of a two-year course in an accredited school of social work; five years (within the last ten years) full-time paid experience in the practice of social work in an agency maintaining acceptable standards, which must include: two years of supervised experience in medical social work in a hospital or clinic maintaining acceptable standards; one year of supervisory responsibility for students or workers in social work, and two year of additional experience in work involving community relations, administration, supervision, case work, or teaching responsibility; preference will be given to experience obtained in public health or in public medical care programs.

ASSISTANT TRAINING SUPERVISOR, MEDICAL SOCIAL SERVICE

Definition:

Under the Training Supervisor, Medical Social Service, to assist in the planning and carrying out of training programs for medical social students and practicing workers.

Duties by Example:

To assist the Training Supervisor, Medical Social Service, in planning and carrying out field work placement and supervising planned experience for medical social students and practicing workers, in arranging for their participation in related aspects of classroom instruction, and in the development of training projects; perform related duties as assigned.

Qualifications:

Completion of an approved course in medical social work in an accredited school of social work; three years of full-time paid experience in the practice of social work in an agency maintaining acceptable standards, two of which must include supervised experience in medical social work in a hospital or clinic whose social service department maintains acceptable standards.

or

Completion of a two year course in an accredited school of social work; three years of full-time paid experience in the practice of social work in an agency maintaining acceptable standards which must include: two years of supervised experience in medical social work in a hospital or clinic whose social service department maintains acceptable standards; one year of supervisory responsibility for workers or students.

ASSISTANT TRAINING SUPERVISOR, MEDICAL SOCIAL SERVICE

Definition:

Under the Training Supervisor, Medical Social Service, to assist in the planning and carrying out of training programs for medical social students and practicing workers.

Duties by Example:

To assist the Training Supervisor, Medical Social Service, in planning and carrying out field work placement and supervising planned experience for medical social students and practicing workers, in arranging for their participation in related aspects of classroom instruction, and in the development of training materials; performs related duties as assigned.

Qualifications:

Completion of an approved course in medical social work in an accredited school of social work; three years of full-time paid experience in the practice of medical work in an agency maintaining acceptable standards, two of which must include supervised experience in medical social work in a hospital or clinic whose social service department maintains acceptable standards.

or

Completion of a one year course in an accredited school of social work; three years of full-time paid experience in the practice of medical work in an agency maintaining acceptable standards, two of which must include supervised experience in medical social work in a hospital or clinic whose social service department maintains acceptable standards; one year of responsible responsibility for workers or students.

SUPERVISOR OF ANIMAL HOSPITAL

Definition:

Under supervision, to be responsible for the operation of the animal hospital.

Duties by Example:

To be responsible for the operation of the department; train new employees; be responsible for records; regulate expenditures in conformity to budget appropriation; recommend purchases for the department; on occasion, design new equipment; cooperate with doctors; perform related duties as assigned.

Qualifications:

College graduation with special training in business; at least two years of experience in animal hospital work desirable; supervisory ability; minimum age 25.

ASSISTANT SUPERVISOR OF ANIMAL HOSPITAL

Definition:

Under the Supervisor, to be responsible for the maintenance and operation of the Animal Hospital.

Duties by Example:

To assist in establishing and maintaining rules and regulations for the Department; requisition the purchase of animals, feed, department supplies, and equipment; train and supervise subordinates; co-operate with, and assist, scientific and research staff members; give skilled assistance during operations on animals, administer anaesthesia to animals; maintain sterile operating rooms; operate X-ray equipment; make reports; keep inventories; perform related duties as assigned.

Qualifications:

University graduation, with special training in science; at least one year of experience in a medical or scientific laboratory; thorough knowledge of animal hospital operation; supervisory ability; high degree of technical skill; good physical condition; minimum age 21.

Definition:

Under the Director, is responsible for the maintenance and operation of the Radio Hospital.

Duties by Example:

To assist in scheduling and coordinating food and regulations for the Department regulating the purchase of animals; food, department supplies, and equipment; tests and supervise maintenance; co-operate with, and control, educational and research programs; give medical assistance during operations or surgery; administer anaesthetics to animals; maintain records concerning research X-ray equipment; make reports; keep inventories; perform related duties as assigned.

Qualifications:

University graduation, with special training or research as head the year of experience in a medical or scientific laboratory; knowledge of modern hospital operation; supervisory ability; ability to deal tactfully with physicians; some [illegible] equipment; [illegible] age 21.

SUPERVISOR OF BUILDING CRAFTSMEN
(Chicago)

Definition:

Under direction, to supervise and be immediately responsible for directing the work of such employees and foremen of skilled trades and crafts performing the duties of carpenter, painter, electrician, construction laborer, mason, hanger, elevator, and others when assigned to the University's Physical Plant Department, Division of Building Maintenance, at the Chicago Professional Colleges.

Duties by Example:

To assign, direct, coordinate, and be responsible for the work of all employees in the Division of Building Maintenance either directly or through the foreman as the case may require; be responsible for reports of this division on purchases, deliveries, maintenance, and expenditures; prepare budgets; issue requisitions and work orders; cooperate with other divisions of the Physical Plant staff; follow up all phases of departmental work as assigned to this division; schedule proper routine building maintenance; prepare estimates as requested; perform related duties as assigned.

Qualifications:

High school graduation; college training in structural or architectural engineering preferred; extensive experience in construction and building maintenance work, at least two years of which must have been in a supervisory capacity; ability to lay out work and handle men; good physical condition; good judgment; minimum age 30.

Definition:

Under direct or, in absentia and be immediately responsible for directing the work of such employees and foreman or skilled trades and duties pertaining the duties of carpenter, painter, plasterer, cabinet maker, roofer, mason, mechanic, electrician, other duties that pertain to the university's physical plant Operation of building Maintenance, as the Change Professional Colleges.

Duties or Examples:

To assign, direct, coordinate, and be responsible for the work of all employees in the division of building Maintenance either directly or through the foreman as the case may require; to participate for reports of this division or problems, deficiencies, maintenance, and recommend prompt methods; same regulation and work orders; cooperate with other divisions of the physical plant verify table of all classes of laborers and assigned to duty division; schedule proper routine building maintenance; prepare estimates on requests; perform related duties as required.

Qualifications:

High school graduation; college training in structural or architectural engineering preferred; extensive experience in supervision and building maintenance work; at least one year of work experience in a supervisory capacity; ability to lay out work and handle men; good physical condition; good judgment; minimum age 30.

SUPERVISOR OF CHICAGO ILLINI CENTER

Definition:

Under administrative direction, to supervise the operation and activities of the Chicago Illini Center.

Duties by Example:

To supervise the activities of the Chicago Illini Center; organize social and recreational programs; serve alumni in Chicago area; arrange alumni meetings in Chicago; promote the program for Illinois alumni; perform related duties as assigned.

Qualifications:

Graduation from the University of Illinois; training and experience in social activity work; enthusiastic interest in the University alumni program; pleasing appearance and personality; tact; minimum age 20.

SUPERVISOR OF CHICAGO ILLINI CENTER

Definition:

Under administrative direction, to supervise the operation and activities of the Chicago Illini Center.

Duties by Example:

To supervise the activities of the Chicago Illini Center; organize social and recreational programs; serve alumni in Chicago area; arrange alumni meetings in Chicago; promote the progress for Illinois alumni; perform related duties as assigned.

Qualifications:

Graduation from the University of Illinois; training and experience in social activity work; working knowledge of the University alumni program; planning experience and personality; ability; minimum age 25.

SUPERVISOR OF CLINIC NURSES

Definition:

Under the direction of the department head, to be responsible for the organization and supervision of the Clinic Nurses.

Duties by Example:

To be responsible for assigning duties to nursing staff; cooperate with the faculties in the teaching program of the College of Medicine and the School of Nursing Education; cooperate with the Director of the Hospital Nursing Service; supervise all care and treatment of clinic patients; inspect clinics; hold staff conferences; recommend to the head of the department procedures for personnel management; handle correspondence and prepare reports; be responsible for efficiency of nursing service; maintain high standards of nursing service; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients; university nursing degree desirable; extensive experience in nursing work, including clinic experience, three years of which must have been in a supervisory or administrative capacity; poise; tact; good judgment; personality conducive to dealing harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly; make decisions readily; minimum age 30.

Definition:

Under the direction of the department head, to be responsible for the organization and supervision of the clinic's program.

Duties of Position:

To be responsible for developing styles in nursing staff; cooperate with the faculties in the nursing program of the College of Medicine and the School of Nursing Education; cooperate with the Director of the Hospital Nursing Service; supervise all care and treatment of clinic patients; keep abreast of clinic problems; recommend to the head of the department procedures for personnel management; handle correspondence and complete reports; be responsible for efficient nursing service; maintain high standards of nursing service; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients; university nursing degree desirable; successful experience in nursing care, including clinic nursing, three years of which must have been in a supervisory or administrative capacity; poise, tact and judgment; personality conducive to working harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly; make decisions readily; minimum age 30.

ASSISTANT SUPERVISOR OF CLINIC NURSES

Definition:

Under the Supervisor of Clinic Nurses, to assist in the supervision and operation of the outpatient nursing service.

Duties by Example:

To arrange daily working schedules of clinic nurses; prepare daily reports of employees in department; arrange for health check-up of nurses; make inspection of clinics and report findings; assist in supervising nursing service; assist in care and comfort of patients; order supplies for clinics; in the absence of the director assume the duties of that position; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients; university nursing degree desirable; extensive experience in nursing work, including clinic experience, three years of which must have been in a supervisory or administrative capacity; poise; tact; good judgment; personality conducive to dealing harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly; make decisions readily; minimum age 27.

Duties:

Under the direction of [illegible],
to assist in the supervision and operation of the
[illegible] meeting service.

Duties in Detail:

To arrange daily meeting schedules of visiting
[illegible]; prepare daily reports of [illegible]
department records for [illegible] of records
[illegible] of visitors and reports [illegible]
[illegible] in supervising meeting service in
care and feeding of visitors; render [illegible] for-
clerical in the absence of the director assume the
duties of that position; perform related duties as
assigned.

Qualifications:

High school graduation and graduation from an
accredited three-year school of nursing is a
basic; having a daily average of fifty or more
patients; university nursing degree desirable;
satisfactory experience in nursing work, including
[illegible] supervision, three years of which must have
been in a supervisory or administrative capacity;
[illegible] tact, good judgment, personality conducive
to dealing [illegible] with nurses, patients,
staff, and general public; ability to meet
emergency situations calmly; make decisions
[illegible] [illegible] age 27.

SUPERVISOR OF HOUSEKEEPING

Definition:

Under supervision, to be responsible for routine work of a hospital housekeeping department.

Duties by Example:

To supervise the work of janitors, janitresses, and maids; inspect cleaning; train employees; check time cards; make work schedules; prepare requisitions; check supplies of linen and equipment; keep informed of latest practices in cleaning; perform related duties as assigned.

Qualifications:

High school graduation desirable; experience may be substituted year for year for high school training; thorough knowledge of housekeeping; neat appearance; good physical condition; personality suited to dealing with professional and administrative staff of the University; ability to meet emergency situations calmly; make decisions readily within scope of duties; minimum age 30.

Definition:

Under supervision, to be responsible for routine work of a hospital housekeeping department.

Duties by Example:

To supervise the work of janitors, janitresses, and relief laborer cleaning inside employees; check time cards; make work schedules; prepare requisitions; check supplies of linen and equipment; keep informed of latest practices in cleaning; perform related duties as assigned.

Qualifications:

High school graduation desirable; experience may be substituted year for year for high school training; thorough knowledge of housekeeping methods, equipment and physical conditions; personality suited to dealing with professional and ambulatory staff of the University; ability to meet customary situations orally; make decisions readily within scope of duties; physical age 30.

SUPERVISOR OF INFORMATION OFFICE

Definition:

Under administrative supervision, to be responsible for the operation of the Information Office.

Duties by Example:

To give information about the University to students, faculty, and the general public; supervise campus mail service; distribute the weekly University calendar; perform Notary Public service for faculty and students; direct the work of clerical assistants; perform related duties as assigned.

Qualifications:

University graduation; thorough knowledge of University operation and personnel; pleasing personality; tact; ability to deal harmoniously with students, faculty, and the general public; minimum age 21.

Duties:

Under administrative supervision, to be responsible for the operation of the Information Office;

Duties by Example:

To give information about the University to students, faculty, and the general public; supervise people well serving; distribute the weekly University calendar; perform the work of clerical assistant; perform related duties as assigned.

Qualifications:

University graduation; thorough knowledge of University operation and personnel; pleasing personality; ability to deal harmoniously with students, faculty, and the general public; minimum age 21.

SUPERVISOR OF LINEN SERVICE

Definition:

Under supervision of Hospital Administrator, to be in charge of the Linen Service and to perform related work as required.

Duties by Example:

To supervise the sorting, counting, storing, and issuing of clean linens to the various services; supervise the marking, repairing and condemning of all linens; requisition and receive new linen; maintain inventory records; check linen closets on the various wards; direct the pick-up, inventory, and delivery of soiled linens to the laundry.

Qualifications:

High school graduation desirable; two years of experience as linen supply attendant in an accredited hospital preferred; supervisory ability; excellent health; minimum age 28.

Definition:

Under supervision of Hospital Administrator, is in charge of the Linen Service and to perform related work as required.

Duties to Consist:

To supervise the sorting, counting, starting, and issuing of clean linens to the various services; supervise the marking, repairing and condemning of all linens; requisition and receive new linens; maintain inventory records; check linen closets on the various wards; direct the pick-up, inventory, and delivery of soiled linens to the laundry.

Qualifications:

High school graduation desirable; two years of experience as linen supply technician in an operating hospital preferred; supervisory ability; excellent health; minimum age 25.

SUPERVISOR OF OFF-CAMPUS HOUSING

Definition:

Under administrative direction, to be responsible for the supervision of relationships between the Housing Division and off-campus student housing units.

Duties by Example:

To direct and coordinate activities relative to student housing; supervise inspection program; recommend approval or disapproval of student homes; supervise special permissions; inspect room and board units; inspect food service units; supervise cooperative housing; negotiate with prospective house operators; control approved sign program; arrange for housing directory; supervise collection of housing cards; hire student help; compile housing statistics; assemble and distribute information on housing facilities; advise students on housing problems; recommend settlement in student-landlord controversies; assist in house organization; gather and edit material for student housing handbook; arrange meetings of housemothers and operators to discuss problems arising from student housing.

Qualificatcns:

College degree, with some work in sociology, personnel relations, or related subjects; considerable experience in some phase of housing; good health; pleasing appearance and personality; ability to work with and to get along with people; male; minimum age 25.

SUPERVISOR OF OFF-CAMPUS HOUSING

Definition:

Under administrative direction, to be responsible for the supervision of relationships between the Housing Division and off-campus student housing units.

Duties by Example:

To direct and coordinate activities relative to student housing; supervise inspection programs; recommend approval or disapproval of student housing; supervise special permissions; inspect rules and board units; inspect food service units; supervise cooperative housing; negotiate with prospective house operators; control approved sign program; arrange for housing directory; supervise collection of housing cards; hire student help; compile housing statistics; assemble and distribute information on housing facilities; advise students on housing problems; recommend settlement in student-landlord controversies; assist in house organization; gather and edit material for student housing handbook; arrange meetings of homeowners and complaints to discuss problems arising from student housing.

Qualifications:

College degree, with some work in sociology, personnel relations, or related subjects; considerable experience in some phase of housing; good health; pleasing appearance and personality; ability to work with and to get along with people; valid driver's license.

ASSISTANT SUPERVISOR OF OFF-CAMPUS HOUSING

Definition:

Under direction of Supervisor of Off-Campus Housing, to assist in matters relating to the supervision of off-campus housing units.

Duties by Example:

To dictate replies to correspondence concerned with women's housing; plan inspections; confer with Housing Visitor; interview callers requesting housing information; edit reports on house inspections; hear complaints and assist in making contract adjustments; keep current list of vacancies up to date; attend meetings of such organizations as housemother groups and inter-sorority council; keep in close personal touch with organized women's groups; establish pleasant relations with community groups; participate in College Day programs as requested by Dean of Men; interview prospective, as well as former, students and interview parents requesting information on housing.

Qualifications:

College degree, preferably with some work in sociology, journalism, personnel administration, or related subjects; working knowledge of interior decoration, furniture values, and house construction desirable; ability to carry on effective correspondence; aptitude for getting along with people and for adjusting differences of opinion; good health; female; minimum age 21.

Definition:

Under direction of Supervisor of Off-Campus Housing, to assist in matters relating to the adjustment of off-campus housing units.

Duties in Common:

To attend regular in-service meetings with women's hostel; plan integration; relay with Housing Division; interpret college regulations; handle interviews; visit rooms or house inspections; keep complete and useful records; submit monthly statements. Keep current list of vacancies up to date; attend meetings of such organizations as Community Groups and Inter-Faculty Council; keep in close personal touch with operation women's rooms; maintain pleasant relations with community groups; participate in College Day programs as requested by Dean of Men; interview prospective roomers; maintain and interpret records requesting information on housing.

Qualifications

College degree, preferably with some work in sociology, journalism, personnel administration, or related subjects; working knowledge of interior decoration, furniture values, and house construction desirable; ability to secure co-operation of students; aptitude for getting along with people and for adjusting differences of opinion; good health; female; minimum age 23.

SUPERVISOR OF UROLOGY CLINIC

Definition:

Under the Director of Clinics, to supervise the Urology Clinic.

Duties by Example:

To be responsible for efficient management of the Urology Clinic; assist staff in teaching program; prepare patients for examination; assign patients to students and medical staff; assume responsibility for students' conduct; assist the doctors; assist in care and comfort of patients; check all patients' charts; make appointments for patients; arrange for consultation and transfers, make out laboratory requests; keep departmental records and files; maintain equipment and requisition supplies; prepare and catalogue pathological specimens; carry out delegated technical procedures in animal experimentation in research program; perform related duties as assigned.

Qualifications:

Male; high school graduate; graduate of an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients preferred; at least three years' experience in hospital or clinic, preceding application; administrative experience desirable; ability to get along with others; ability to meet emergency situations; aptitude for investigative work; minimum age 24.

SUPERVISOR OF UROLOGY CLINIC
(continued)

Qualifications: (continued)

(Educational requirements may be waived, due to pecularities of position, where applicant has had several years of practical experience and has demonstrated particular ability and aptitude for this type of work. In such instances, the applicant must submit to and successfully pass a practical test and demonstration, arranged by members of the Urology Staff, and the Assistant Medical Director.)

SUPERVISOR OF VETERANS EQUIPMENT PROCUREMENT

Definition:

Under general supervision, but with considerable independence, to supervise the procurement of textbooks and equipment needed by students attending the University under Public Laws 346 and 16; to be responsible for the keeping of records satisfactory to the University Accounting Department, and to the officers of the Veterans Administration; to be responsible for the work of the clerical staff employed in the office.

Duties by Example:

To supervise the office staff and the procedure of the office; sign student order books and establish regulations concerning limitations of quantity and quality of equipment provided war veterans; approve vouchers in payment of textbooks and equipment purchased; handle correspondence of the office; interview students who have problems concerning procurement or complaints against policies adopted by the University limiting the amount or quality of equipment furnished; be responsible for records and reports required by the University and by the Veterans Administration; train new employees; request supplies and equipment; assign work to office staff; perform related duties as assigned.

Qualifications:

High school graduation and at least two years of university training, preferably in accounting, business procedure and personnel work; university graduation desirable; extensive training and

Definition:

Under general supervision, but with considerable independence, to supervise the processing of textbook and equipment needed by students attending the University under Public Laws 346 and 16; to be responsible for the keeping of records pertinent to the University accounting Section; and to the officers of the Veterans Administration; to be responsible for the work of the clerical staff employed in the office.

Duties of Position:

To supervise the office staff and the procedure of the office; with student order tasks and establish regulations concerning limitations of quantity and quality of equipment provided war veterans; supervise vouchers in payment of textbooks and equipment purchased; handle certain matters of the office; interview students who have problems concerning reimbursement or occupying Student Housing owned by the University including the amount or quality of equipment furnished; be responsible for records and reports required by this office and by the Veterans Administration; train new employees; supervise and delegate work to office staff; perform related work as may be assigned.

Qualifications:

High school graduation and at least two years of university training, preferably in accounting, business procedure and personnel work; satisfactory graduation from university; adequate training and

SUPERVISOR OF VETERANS EQUIPMENT PROCUREMENT
(Continued)

Qualifications: (Continued)

experience in office work, particularly in dealing with the public; thorough knowledge of University business procedures; pleasing appearance; resourcefulness; initiative; poise; personality conducive to dealing harmoniously with students, faculty, and the general public; minimum age 25.

TEACHER OF HANDICAPPED CHILDREN

Definition:

Under administrative direction, to be responsible for teaching in the elementary and high school.

Duties by Example:

To prepare class schedules; give placement tests; conduct classes at various levels equivalent to teaching given in the public school system; do individual and bedside teaching; contribute to treatment of the patient by utilizing appropriate instructions; conduct such studies as may be pertinent; keep such records and statistics as the department requires; perform related duties as assigned.

Qualifications:

Graduation from a recognized college or university, with a major in education, and at least two years of teaching experience in an accredited school; state certificate; minimum age 20.

Definition:

Under administrative direction, to [illegible] for teaching in the elementary and [illegible] schools.

Duties by Example:

To prepare clear materials, give [illegible] content clearly in written terms equivalent to teaching given in the public school system; to [illegible] individual and [illegible] teaching; [illegible] to [illegible] of the patient by utilizing appropriate instructional; conduct such studies as may be [illegible]. Keep [illegible] and [illegible] of the [illegible] employee; perform related duties as assigned.

Qualifications

[illegible] from a recognized college or [illegible] with a major in education, and at least [illegible] of teaching experience in an accredited school; state certification; minimum age 20.

AIRCRAFT INSTRUMENT TECHNICIAN

Definition:

Under direction of the Aircraft Maintenance Engineer, to perform responsible duties in the maintenance of aircraft and engine instruments at University Airport.

Duties by Example:

Test and repair altimeters, tachometers, pressure gauges, compasses, Gyros, turn and bank indicators, and other instruments; construction of experimental instruments.

Qualifications:

High school graduate, extensive experience in aircraft instruments; understanding of principle of aircraft instrument operation; manual skill; minimum age 20.

AIRCRAFT INSTRUMENT MECHANIC

Definition:

Under direction of the Aircraft Maintenance Engineer, to perform responsible duties in the maintenance of aircraft and engine instruments at Universal Aircraft.

Duties by Exam:

Test and repair altimeters, tachometers, pressure gauges, compasses, Servos, turn and bank indicators, and other instrument; construction of experimental instruments.

Qualifications:

High school graduate, extensive experience in aircraft instruments; understanding of principle of aircraft instrument operation; manual skill; minimum age 20.

BRACE TECHNICIAN

Definition:

Under supervision, to perform duties in clinics and in the field involved in the fitting, adjusting, and repairing of orthopedic braces, appliances and supports, and render auxiliary services in the conduct of clinics in the field.

Duties by Example:

To confer with orthopedists on type of brace or appliance; secure from orthopedic surgeon specifications of equipment needed; fit orthopedic braces, appliances, supports, and shoes; take measurements and make molds and casts; make adjustments and repairs on orthopedic appliances, braces, and supports; order braces and supplies; maintain file of specifications and manufacturers; handle necessary correspondence; assist in rendering miscellaneous services in connection with clinics, e.g., arranging equipment and preparing examining rooms; perform related duties as assigned.

Qualifications:

High school graduation; some knowledge of methods of brace and appliance manufacture and repair; special training in fitting and adjusting braces and appliances; at least one year of experience in orthopedic clinics for crippled children, including the fitting of braces and appliances; clerical and stenographic experience; ability to drive car; good physical condition; ability to deal with people pleasantly; minimum age 25.

Definition:

Under supervision, to perform duties in clinics and in the field involved in the fitting, adjusting, and repairing of orthopedic braces, appliances and supports, and render ancillary services in the conduct of clinics in the field.

Duties by Example:

To confer with orthopedists on type of brace or appliance; measure from orthopedic surgeon specifications of appliances needed; fit orthopedic braces, appliances, supports, and shoes; take measurements and make molds and casts; make adjustments and repairs on orthopedic appliances, braces, and supports; order braces and supplies; maintain file of specifications and manufacturers; prepare necessary correspondence; assist in repairing minor leather services in connection with clinics, e.g., removing equipment and preparing rawhiding tools; perform related duties as assigned.

Qualifications:

High school graduation; some knowledge of methods of brace and appliance manufacturing and repair; special training in fitting and adjusting braces and appliances; at least one year of experience in orthopedic clinics for crippled children. Training in the fitting of braces and appliances; clerical and stenographic experience. Ability to drive car; good physical condition; ability to deal with people pleasantly; minimum age 21.

LABORATORY AND X-RAY TECHNICIAN

Definition:

Under the Superintendent of McKinley Hospital, to perform technical X-Ray and laboratory work.

Duties by Example:

To operate radiographic equipment and fluoroscope; develop X-Ray films; perform electrocardiography; perform laboratory techniques such as blood counts, urinalyses and bacteriological tests; perform metabolimetry; give therapeutic treatments; do sterilization and fumigation; perform related technical duties.

Qualifications:

University graduation, with special training in biological and physical science; at least three years of experience in X-Ray and laboratory technique; in lieu of college degree experience may be substituted year for year up to a maximum of four years; thorough knowledge and skill in laboratory and X-Ray technique; accuracy; personality conducive to harmonious cooperation with doctors, faculty, staff, and students; minimum age 25.

MUSICAL INSTRUMENT TECHNICIAN

Definition:

Under direction of Director of School of Music; to be in charge of Shop in Music Building and be responsible to Director for maintenance of musical instruments, except pianos.

Duties by Example:

To tune, regulate, and repair musical instruments, such as pipe and electric organs, string instruments, wind instruments, phonographs with radio amplifier, electric motors of the organs, phonographs, chimes, and direct current generators of the organs; keep University chimes and clock in working order, and check accuracy of time daily; keep complete stock of material on hand for all repairs; perform related miscellaneous duties as necessary or directed; act in supervisory capacity for care of all musical instruments, except pianos.

Qualifications:

High school graduate desirable; high degree of mechanical ability; extensive experience in maintenance and repair of all makes of pipe and electric organs and string and wind instruments; good knowledge of electricity; ability to operate lathes, drill press, electric saws, jointers, shapers, with precision tolerance; read blue prints; use calipers and micrometers; possess knowledge of clock and chimes mechanism; good physical condition; minimum age 28.

ASSISTANT PHOTOGRAPHIC TECHNICIAN

Definition:

Under direction, to assist in the technical work of a photographic laboratory.

Duties by Example:

To assist in the development of films; photostating; enlargement of photographs; trimming and checking of blueprints; set up lights, cameras, and background; assist in the making of lantern slides; perform other routine work as directed.

Qualifications:

High school graduation; training in photography desirable; mechanical skill and dexterity; good physical condition; dependability; minimum age 18.

Definition:

Under direction, to guide in the technical work of a professional laboratory.

Duties by Example:

To assist in the development of timely, cost-effective methodology of investigation, testing and checking of diagnostic aid on light, internal, and peripheral cranial in the making of various clinical procedure other routine work as directed.

Qualifications.

High school graduation; training in photography, chemistry, mechanical skill and dexterity; good physical condition; dependability; minimum age 18.

RADIUM TECHNICIAN

Definition:

Under general supervision, to care for maintenance and operation of radium apparatus; prepare radium applications under direction; assist in the radium treatment of patients.

Duties by Example:

To prepare patient for treatment, and to assist physicians in the application of radium; to assist and collaborate with physicians in the analysis of data from the technical standpoint; to supervise and teach assistant technicians and student technicians; to care for and maintain radium apparatus; to order supplies; to perform related work as required.

Qualifications:

Graduation from an accredited high school; two years of experience in the handling of radium and radium equipment and the construction of apparatus under supervision of a radium therapist who is a diplomate of the American Board of Radiology.

Definition:

Under general supervision, to care for maintenance and operation of radium emanator; prepare radium applications under direction; assist in the radium treatment of patients.

Duties by Example:

To prepare patient for treatment, and to assist physicians in the application of radium, to enroll and collaborate with physicians in the analysis of data from the technical standpoint; to observe and maintain technique and evaluate results; to care for and maintain radium apparatus; to order supplies; to perform related work as required.

Qualifications:

Graduation from an accredited high school; two years of experience in the handling of radium and radium equipment and the construction of apparatus under supervision of a radium therapist who is a diplomate of the American Board of Radiology.

SOUND TECHNICIAN

Definition:

Under direction, to perform work necessary to the operation and maintenance of sound and projection equipment.

Duties by Example:

To operate public address units at private and public functions; maintain such equipment; operate both sound and silent motion picture projectors; be responsible for the upkeep of equipment; maintain and repair police radio system; repair radios, phonographs, and other sound equipment; assist with special lighting decorations; perform related duties as assigned.

Qualifications:

Grade school education; special training in electrical sound reproduction; extensive experience in maintenance and repair of electric sound systems and motion picture projection; good physical condition; tact; pleasing personality; minimum age 21.

Definitions:

Duplex connection, in parking area measurements, is the connection and maintenance of sound and projection equipment.

Duties by Inquiry:

To operate public address system in private and public functions gathering such equipment operate hook ups and other station wiring projections be responsible for the upkeep of equipment maintain and repair public address system, clean, adjust, and other sound equipment; learn work speeds starting procedures; perform relative duties as required.

Qualifications:

Basic school education; special training in electrical sound reproduction; extensive experience in maintenance and repair of electric sound systems and motion picture projection, good physical condition. Must possess personality; minimum age 25.

CHIEF X-RAY TECHNICIAN

Definition:

Under general supervision, to be responsible for and perform technical laboratory work involving skill in X-ray technique; to supervise work of all other technicians in the department.

Duties by Example:

To supervise the work of other technicians in the department; interview and instruct patients; make X-ray exposures; develop films; make preparations for colon examinations; assist in fluoroscopic work; care for and maintain X-ray equipment; apply therapeutical formulae as specified by physician in charge; prepare patients for examinations; perform related technical duties as directed.

Qualifications:

High school graduation; at least two years of training under a recognized radiologist; five years of full-time experience in X-ray laboratory work; university training in science may be substituted in lieu of experience year for year up to a maximum of two years; training in physics and biology desirable; pleasing personality; accuracy; minimum age 25.

Duties:

Under general supervision, to be responsible for and perform technical laboratory work involving duties in X-ray technique; to supervise work of all other technicians in the department.

Duties by Example:

To supervise the work of other technicians in the department; instructing and inspecting their work; to operate stationary, mobile, dental and industrial X-ray equipment; to perform routine and special examinations; to assist in fluoroscopic work; to care for and maintain X-ray equipment, apply basic mechanical principles to operation by physicians in charge; prepare patients for examinations; perform related technical duties as directed.

Qualifications:

High school graduation; at least two years of training under a recognized technician; five years of full-time experience in X-ray laboratory work, university training in science may be substituted on time of experience year for year up to a maximum of two years; training in physics and biology desirable; effective personality; accuracy; minimum age 25.

SENIOR X-RAY TECHNICIAN

Definition:

Under general supervision, to be responsible for and perform technical laboratory work involving skill in X-ray technique.

Duties by Example:

Interview and instruct patients; make X-ray exposures; develop films; make preparations for colon examinations; assist in fluoroscopic work; care for and maintain X-ray equipment; apply therapeutical formulae as specified by physician in charge; prepare patients for examinations; perform related technical duties as assigned.

Qualifications:

High school graduation; at least two years of training under a recognized radiologist; three years of full time experience in X-ray laboratory work; university training in science may be substituted in lieu of experience year for year up to a maximum of two years; training in physics and biology desirable; pleasing personality; accuracy; minimum age 23.

Definition:

Under general supervision; to be responsible for and perform technical laboratory work involving skill in X-ray techniques.

Duties by Example:

Observe and instruct patients; make X-ray examinations; develop films, make prescriptions for extra exposures; assist in fluoroscopic work; care for and maintain X-ray equipment; sign interpretation of negative as specified by physician in charge; prepare patients for examinations; perform related technical duties as assigned.

Qualifications:

High school graduation; at least two years of training under a recognized technician; three years of full time experience in X-ray laboratory work; university training in science may be substituted in lieu of experience; one film year up to a maximum of two years; training in physics and biology desirable; pleasing personality; secretarial duties see 25.

JUNIOR X-RAY TECHNICIAN

Definition:

Under direction, to perform laboratory work involving training and experience in X-ray technique.

Duties by Example:

To assist in making exposures and developing films; prepare enemas for colon examinations; make appointments for patients; prepare special meals; prepare patients for examination; assist with fluoroscopic work; perform related laboratory duties as assigned.

Qualifications:

High school graduation; at least two years of training under a recognized radiologist; training in physics and biology desirable; accuracy, agility; pleasing personality; minimum age 20.

Definition:

Under direction, to perform laboratory work involving testing and experiments in X-ray technique.

Duties by Example:

To assist in making exposures and developing films; prepare angles for radiographic tube equipments for patients, prepare mounted specimens for examination; assist with fluoroscopic work; perform related laboratory duties as assigned.

Qualifications

High school graduation; at least two years of training under a recognized radiologist, technician in hygiene and biology desirable; accuracy; ability; pleasing personality; minimum age 20.

SENIOR MEDICAL TECHNOLOGIST

Definition:

Under administrative supervision, to be responsible for, and perform, medical laboratory work requiring the use of proficiency and skill in all methods required or desired in his department.

Duties by Example:

To perform medical laboratory tests of all types as required by the work of the department, involving the use of both routine procedures and special skills and techniques; supervise the work of subordinates; perform laboratory work involving a high degree of skill and training; study and test new procedures and analyses; assist in instruction in laboratory technic; carry on planned laboratory research; assist instructional staff; perform related technical duties as assigned.

Qualifications:

University graduation, with special training in biologic and physical sciences; at least three years of experience in technical laboratory work; supervisory ability; thorough knowledge of technical laboratory procedures; tact; pleasing personality; minimum age 23.

Definition:

Under supervision performs routine, to be required for, and performs, medical laboratory work requiring the use of technology and skill in all methods required or assigned in the department.

Duties by Example:

To perform medical laboratory tests of all types as required by the work of the department, including the use of both routine procedures and special skills and techniques; supervises the work of subordinates; operates laboratory work involving a high degree of skill and knowledge; study and keep new procedures and methods; assists in instruction in laboratory technique; carry on research laboratory research; assists instructional staff; performs related technical duties as assigned.

Qualifications:

University graduation, with special training in biology and physical sciences, at least three years of experience in technical laboratory work; superior ability; thorough knowledge of technical laboratory procedures; tact; pleasing personality; minimum age 25.

JUNIOR MEDICAL TECHNOLOGIST

Definition:

Under general supervision, to perform medical laboratory work of a general and routine nature not requiring use of proficiency and skill in all methods required in his department.

Duties by Example:

To perform laboratory tests involving a thorough knowledge of routine medical laboratory technic, including such items as hematology, histology, bacteriology, parasitology, chemistry and/or serology; assist instructional staff in laboratory research; supervise work of subordinates; prepare reports; prepare media and special reagents; perform related technical duties as assigned.

Qualifications:

High school graduation; at least two years of attendance in an accredited university or college, special training in biological and physical science; at least one year of full-time experience in laboratory procedures; a high degree of technical skill; pleasing personality; minimum age 20.

Definition:

Under general supervision, to perform routine laboratory work of a general and routine nature requiring use of precision and skill in all methods required in his department.

Duties by Example:

To perform laboratory tests involving a thorough knowledge of routine medical laboratory technic, including such items as hematology, bacteriology, parasitology, chemistry and/or serology; assist instructional staff in laboratory research; supervise work of subordinates; prepare reports; prepare media and control reagents; perform related technical duties as required.

Qualifications:

High school graduation; at least two years of attendance in an accredited university or college, special training in biological and physical science; at least one year of full-time experience in laboratory procedures; a high degree of technical skill; pleasing personality; minimum age 20.

ADVANCED REGISTRY TESTER

Definition:

Under departmental supervision, to visit owners of pure-bred dairy herds and make official tests of milk and butter fat from animals under Advanced Registry Testing.

Duties by Example:

To supervise milkings for test periods; weigh and record amount of milk from each cow; take sample of milk for butter fat test; conduct Babcock test on milk samples; compute milk and butter fat yields for the test period; keep records of milk and butter fat production; perform related duties as assigned.

Qualifications:

High school graduation; two years of education in an agricultural college or equivalent desirable; one year of experience in testing in dairy herd improvement associations; aptitude for figures; personality suitable to meeting and serving people; minimum age 21.

Definition:

Under departmental supervision, to visit owners of pure-bred dairy herds and coin artificial semen of milk and butter fat from material under Advanced Registry Testing.

Duties by Example:

To supervise milkings for test periods; weigh and record amount of milk from each cow; take sample of milk for butter fat test; conduct Babcock test on milk samples; compute milk and butter fat yields for the test period; keep records of milk and butter fat production; perform related duties as assigned.

Qualifications:

High school graduation; two years of education in agricultural college or equivalent desirable; one year of experience in testing in dairy herd improvement associations; aptitude for figures; personality suitable to meeting and serving people; ability and

SKILLED TRADESMAN

Definition:

Under the supervision of a Foreman, to perform work requiring skill in a given trade.

Duties by Example:

To perform skilled work in the following trades:

Brickmason and Stonemason
Carpenter
Cement Finisher
Compositor
Electrician
Glazier
Linotype Operator
Locksmith
Machinist
Painter
Pattern Maker
Plasterer
Plumber-Steamfitter
Pressman
Roofer
Sheet Metal Worker
Sound Technician
Welder
Window Washer (Chicago)

and others as needs may require.

Qualifications:

Grade school education; vocational training desirable; experience sufficient to qualify as a journeyman with minimum of four years of actual work at the trade; must possess license in trades where license is required; proficiency in the use of tools and equipment; good physical condition; minimum age 21.

Definition:

Under the supervision of a foreman, to perform
work requiring skill in a given trade.

Duties May Include:

To perform skilled work in the following trades:

Bricklayer and Plasterer	Pattern Maker
Carpenter	Plasterer
Cement Finisher	Sheet-Metal Worker
Compositor	Stone
Electrician	Roofer
Glazier	Stone Metal Worker
Linotype Operator	Wood Turning
Locksmith	Welder
Machinist	Window Washer (Swinger)
Painter	

and others as needs may require.

Qualifications:

Trade school education, vocational training
and/or apprentice certificate to qualify as a
journeyman with minimum of four years of actual
work at the trade; must possess interest in trade
where license is required; proficiency in the use of
tools and equipment; good physical condition;
minimum age 21.

SKILLED TRADES HELPER

Definition:

Under direction, to perform semi-skilled work in a given trade.

Duties by Example:

To assist in the performance of skilled work in the following:

Brickmason and Stonemason	Pattern Maker
Carpenter	Plasterer
Cement Finisher	Plumber - Steamfitter
Compositor	Pressman
Electrician	Roofer
Glazier	Sheet Metal Worker
Linotype Operator	Sound Technician
Locksmith	Welder
Machinist	Window Washer (Chicago)
Painter	

and others as needs may require.

Qualifications:

Grade school education; vocational training desirable; experience sufficient to qualify as an apprentice in the trade; proficiency in the use of tools and equipment; good physical condition; minimum age 18.

Definition:

Under direction, to perform semi-skilled work in a given trade.

Duties by Example:

To assist in the performance of skilled work in the following:

Bricklayer and Stonemason
Carpenter
Cement Finisher
Lather
Plasterer
Tile Setter
Painter
Roofer
Sheet Metal Worker
Sound Technician
Welder
Utility Worker (Pipeline)

and others as needs may require.

Qualifications:

Grade school education; vocational training desirable; experience sufficient to qualify as an apprentice in the trade; proficiency in the use of tools and equipment; good physical condition; minimum age 18.

TREE SURGEON

Definition:

Under supervision, to be responsible for the care, preservation, and treatment of trees and shrubs.

Duties by Example:

To be responsible for tree maintenance, including the trimming, feeding, spraying, cabling, belting, and cavity treatment of trees; be responsible for tree removals; check trees for diseases and necessary treatment; prune and transplant trees and shrubs; supervise laborers; perform related duties as assigned.

Qualifications:

Grade school education; at least three years of experience in the care and treatment of trees; good physical condition; thorough knowledge of tree surgery; minimum age 21.

Definition:

Urban conservation, to be responsible for the care, preservation, and treatment of trees and shrubs.

Duties by Inspector:

To be responsible for tree maintenance, including the trimming, feeding, spraying, cabling, bolting, and cavity treatment of trees; to be responsible for tree removals; check crews for diseases and necessary treatment; trees and shrubs found dead and shrubs objective laborers; perform related duties as assigned.

Qualifications:

Three years school education; at least three years of experience in the care and treatment of trees, and related vocations; thorough knowledge of tree surgery; minimum age 21.

ASSISTANT TREE SURGEON

Definition:

Under direct supervision, to perform routine work in connection with the care, preservation, and treatment of trees and shrubs.

Duties by Example:

To assist in general tree maintenance, including trimming, feeding, spraying, cabling, and bolting; assist in tree removals; prune and transplant trees and shrubs; perform related duties as assigned.

Qualifications:

Grade school education; at least two years of training and experience in the care and treatment of trees; agility; reliability; good physical condition; minimum age 20.

ASSISTANT PARK SUPERVISOR

Definition:

Under direct supervision, to perform routine work in connection with the care, preservation and beautification of trees and shrubs.

Duties By Example:

To assist in general tree maintenance, including trimming, treating, feeding, cabling, and bolting; operate a tree removal, stump and treatment truck and perform related duties as assigned.

Qualifications:

Grade school education; at least two years of training and experience in the care and treatment of trees; ability; reliability; good physical condition; minimum age 20.

TREE TRIMMER

Definition:

Under the direct supervision of Tree Surgeon, or Assistant Tree Surgeon, to perform necessary physical labor involved in the care of campus trees.

Duties by Example:

To trim, cable, brace, and perform miscellaneous work in the repair of trees as directed; perform the necessary labor involved in feeding and spraying; generally assist in tree moving and removal operations as directed; perform related grounds duties as directed.

Qualifications:

High school graduation preferred; general knowledge of the use of tree trimming tools; excellent physical condition, plus ability to climb and be at ease at high levels above the ground.

Definition:

Under the direct supervision of Tree Surgeon, or Assistant Tree Surgeon, to perform necessary physical labor involved in the care of ornamental trees.

Duties by Example:

To hoe, rake, brace, and perform miscellaneous work in the repair of trees as directed; perform the necessary labor involved in treating and spraying generally applied in tree service and removal operations as directed; perform related ground duties as directed.

Qualifications:

High school graduation preferred; general knowledge of the use of tree trimming tools; good physical condition. Plus ability to climb and be at ease at high levels above the ground.

HOUSING VISITOR

Definition:

Under general supervision, to inspect student housing facilities and to prepare reports and statistics dealing with housing conditions.

Duties by Example:

Inspect student houses; prepare reports as required; compile housing statistics; interview students and house operators.

Qualifications:

College degree, with some experience in dealing with people; good judgment; pleasing personality; ability to work harmoniously with students, parents, and housing operators; minimum age 21.

Definition:

Under general supervision, to inspect student housing facilities and to prepare reports and schedules dealing with housing conditions.

Duties By Example:

Inspect student homes, prepare reports as required; compile housing schedules; interview students and home operators.

Qualifications:

College degree, with some experience in dealing with people; good judgment; pleasing personality; ability to work harmoniously with students, parents, and housing operators; autoists are ok.

WASHMAN

Definition:

Under supervision, to be responsible for washing all soiled articles that are to be laundered.

Duties by Example:

To supervise wringermen; mix soaps and alkalies; check sudsing and rinsing of linens while washing.

Qualifications:

Grade school education; good physical condition; general laundry experience; dependability; initiative; tact; minimum age 28.

Definition:

Under supervision, to be responsible for washing all soiled articles that are to be laundered.

Duties by Example:

To supervise maintenance, mix soaps and chemicals; dust washing and rinsing of linens while washing.

Qualifications:

Grade school education; good physical constitution; normal laundry experience; dependability, initiative; hard working habits age 21.

WATCHMAN

Definition:

Under supervision, to guard University property and equipment.

Duties by Example:

To guard property against fire, theft, and illegal entry; make periodic inspection tours of buildings and grounds; lock doors; put out lights; keep away trespassers; report breakages and other irregularities; perform related duties necessary to the safeguarding of buildings and property as directed.

Qualifications:

Grade school graduation; good physical condition; dependability; integrity; thoroughness; good judgment; minimum age 22.

Duties:

Under supervision, to guard University property and equipment.

Duties to Illustrate:

To guard property against fire, theft, and illegal entry; make periodic inspection tours of building and grounds; look sharply out for lights burning unnecessarily, persons violating smoking regulations, persons entering buildings and property unauthorized.

Qualifications:

Ability to understand and follow oral and written instructions; intelligence sufficient to make reports; minimum age 25.

WRINGERMAN

Definition:

Under supervision, to perform all work required to load and unload washers and extractors.

Duties by Example:

To load soiled linens into washers and unload clean linens into trucks; load extractors and unload into trucks; set up for mangling and ironing; perform related duties as directed.

Qualifications:

Grade school education; good physical condition and willingness to perform duties as directed; minimum age 21.

Performance:

Under supervision, to perform all work required to load and unload vehicles and otherwise.

Duties by Example:

To load pallet liquid into vehicles and unload clear liquid into trucks; load extraction and unload into trucks; set up the sampling and training workers related duties as directed.

Qualifications:

Grade school education and/or equivalent combination and willingness to perform duties as directed; minimum age 21.

CONTINUITY WRITER

Definition:

Under supervision, to write scripts -- news, announcements, and musical continuities -- for radio broadcasting.

Duties by Example:

To write continuity; prepare news stories for broadcasting; write introductions for radio speakers and special events programs; re-write educational materials, making them suitable for presentation by radio; perform related duties as assigned.

Qualifications:

University graduation, with a degree preferably in journalism or radio broadcasting; experience in radio and newspaper work; tact; good judgment; minimum age 21.

[illegible]

Definition:

. Under consideration. To write scripts -- news, announcements, and special presentations -- for radio broadcasting.

Duties by Example:

. To write continuity [illegible news stories for broadcasting; write introductions for radio speeches and special events programs; re-write educational materials, making them suitable for presentation by radio; perform related duties as assigned.

Qualifications:

. University graduation, with a degree preferably in journalism or radio broadcasting; experience in radio and newspaper work; [illegible] good judgment; minimum age 21.

EDITORIAL WRITER

Definition:

Under the Director of Public Information, to procure, develop, and write up material for presentation to the public.

Duties by Example:

Gather facts concerning scientific work and achievements of the University; put these into acceptable form for press associations, newspapers, etc.; prepare a different type of story (on same subject) for trade publications, house organs, etc. which would be interested; write articles specifically requested by editors of newspapers or magazines on subject or subjects suggested by said editors; gather and send to the hometown newspapers facts concerning scholarship and other achievements of students on the campus; take pictures and assume responsibility for proper handling of photographs illustrating University work and activities; prepare material for leaflets and other small publications put out by the Department of Public Information for consumption by the general public; perform related duties as assigned.

Qualifications:

Graduation from a recognized college or university, preferably in journalism; at least two years of writing experience on a daily newspaper or magazine; demonstrated ability to interpret in written form educational and scientific material in language which would be normally acceptable to editors of the media above mentioned; general knowledge of the varied research activities in an institution such as the University of Illinois; minimum age 21.

Duties:

Under the direction of Public Information, to prepare, organize, and write up material for presentation to the public.

Duties by Example:

Under loose supervision writes the daily announcements of the University; the copies into acceptable form for press associations, newspapers, etc.; prepares a different type of story (on the subject) for trade publications; looks up facts, which would be interested; writes exhibits specially requested by editors of newspapers or magazines on subject or subjects suggested by said editors; sends out mats to the business managers thereof concerning colleges and other activities of students on the campus; takes pictures and assumes responsibility for larger handling of photographic illustrating University work and activities; prepares material for lectures and other small publications put out by the Department of Public Information for consumption by the general public, perhaps related duties as assigned.

Qualifications:

Graduation from a recognized college or university, preferably in journalism; at least two years of writing experience on a daily newspaper or magazine; demonstrated ability to interest in writing from educational and scientific material in language which would be generally acceptable to editors of the daily press; personal knowledge of the varied research activities in an institution such as the University of Illinois; ability to

SPECIFICATIONS WRITER

Definition:

Under the Architect, to be responsible for writing building specifications.

Duties by Example:

To write specifications for University buildings, including general and mechanical work; prepare contracts; certificates of payment and other documents; check shop details and superintend minor projects; conduct correspondence with manufacturers and interview salesmen; perform related duties as assigned.

Qualifications:

College graduation, with a degree in architecture or architectural engineering, with three years of experience in specifications writing on major buildings; or high school education and six additional years of experience in an architect's office in specification writing, building superintendence, or architectural drafting; thorough knowledge of building materials, construction, trade practices, and jurisdictions; fundamental structural and mechanical requirements including plumbing, heating, ventilating, and air conditioning; fundamental electrical requirements of buildings including wiring for light and power, telephones, and communications systems; a general knowledge of acoustical treatment, insulation, etc.; ability to check working drawings, and supervise the work specified; familiarity with the form and execution of documents, performance bonds, waivers of lien, certificates of payment and other documents related to architectural and engineering work; good judgment, thoroughness, and tact, with personality suited to work with others in allied fields; minimum age 30.

Definition:

Under the Architect, to be responsible for writing building specifications.

Duties by Example:

To write specifications for University buildings, including general and mechanical work; prepare contracts, certificates of payment and other documents; check shop details and supervised minor engineering contract correspondence with manufacturers and interview salesmen, getting related duties as assigned.

Qualifications:

College graduation, with a degree in architecture or architectural engineering, with three years of experience in specifications writing on medium buildings; or high school education and six additional years of experience in an architect's office in specification writing, building construction, or architectural drafting; thorough knowledge of building materials, construction, trade practices, and jurisdictions; fundamental structural and mechanical requirements including plumbing, heating, ventilating, and air conditioning; fundamental electrical requirements of building including wiring for light and power, telephone, and communications systems; general knowledge of municipal ordinances, testing, etc.; ability to check working drawings, and supervise the work specified; familiarity with the form and preparation of documents, purchase books, methods of letting, certificates of payment and other documents related to architectural and engineering work; good judgment, discretion, and tact, with personality adapted to work with others in allied fields; minimum age 30.

INDEX

Accountant, Assistant Chief	1
Accountant, Construction	2
Accountant, Junior	5
Accountant, Junior Cost	6
Accountant, Senior	4
Accountant, Supervising	3
Account Clerk, Assistant	70
Account Clerk, Junior	69
Account Clerk, Senior	68
Administrator of Research and Educational Hospitals, Assistant	7
Admitting Officer	255
Admitting Officer, Chief	254
Advanced Registry Tester	373
Agent, Purchasing	289
Agricultural Gardener	183
Agricultural Gardener, Assistant	184
Aide, Nurse's	252
Aircraft Instrument Technician	361
Aircraft Maintenance and Line Mechanic	230
Aircraft Maintenance Engineer	134
Airport Attendant	34
Airport Caretaker, Head	55
Airport Mechanic, General	231
Airport Tower Operator	257
Analyst, Social Research	8
Animal Caretaker	57
Animal Caretaker, Head	56
Animal Hospital, Assistant Supervisor of	346
Animal Hospital, Supervisor of	345
Announcer, Chief	9
Apprentice, Composing Room	10
Apprentice, Press Room	11
Architect, Associate	12
Architect, Senior	13
Architectural Designer	111
Architectural Draftsman, Junior	128
Architectural Draftsman, Senior	127
Architectural Engineer	135
Architectural Mechanical Engineer	136

INDEX

INDEX, continued

Architectural Superintendent	304
Artist, Commercial	14
Assistant Account Clerk	70
Assistant Administrator of Research and Educational Hospitals	7
Assistant Agricultural Gardener	184
Assistant, Assistant Laboratory	18
Assistant Auditor	45
Assistant Bookstore Manager	207
Assistant Bracemaker	51
Assistant Building Operating Engineer	139
Assistant Bursar	52
Assistant Business Manager	53
Assistant Cashier	60
Assistant Chief Account	1
Assistant Chief Switchboard Operator	268
Assistant Clerk	67
Assistant Clerk-Stenographer	93
Assistant Clerk-Typist	96
Assistant Dietitian	113
Assistant Director of Clinics	116
Assistant Director of Dietary Service	118
Assistant Director of Nonacademic Personnel	122
Assistant Director of Nurses	124
Assistant Director of Purchases	125
Assistant, Editorial	15
Assistant Examiner	157
Assistant Examiner and Recorder	158
Assistant Fieldman	162
Assistant File Clerk	73
Assistant Fire Chief	165
Assistant Food Production Manager	210
Assistant Food Service Manager	213
Assistant, Food Service Office	253
Assistant Grounds Gardener (See: Assistant Agricultural Gardener)	
Assistant Head Nurse	248

Agricultural Experimentation 102
Agriculture, Department of 14
Agriculture, Secretary of 70
Agriculture and Commerce, Department of 70
Alabama, University of, Tuscaloosa, Ala. v
Alaska, Governor of 119
Alaska, Territory of 45
Alcohol Control Administration 54
Alcohol Tax Unit 54
Alcoholic Beverages 54
Alien Property, Office of 74
Aliens, Registration of 139
Allegheny Mountains 13
Allocation of Funds 57
Alphabetical List of Officials 1
Ambassadors 89
Amendments to the Constitution 5
American Battle Monuments Commission 91
American Historical Association 1
American Republics, Bureau of the 70
Annapolis, Md. 13
Antarctic Service, United States 91
Appalachian Mountains 13
Appointments, Presidential 3
Appraisers, Board of United States 57
Appropriations, Committees on 7
Arbitration, Permanent Court of 89
Arbitration Treaties 89
Archaeology, Bureau of American Ethnology 102
Architect of the Capitol 119
Archives, National 102
Arizona 45
Arkansas 45
Armed Forces, Secretary of the 70
Army, Department of the 70
Army, Secretary of the 70
Army Air Forces 70
Army Corps of Engineers 70
Army Ground Forces 70
Army Service Forces 70
Arsenals 70
Assay Offices 57
Assistant Secretaries of Commerce 71
Assistant Secretaries of the Interior 72
Assistant Secretaries of the Navy 73
Assistant Secretaries of State 74
Assistant Secretaries of the Treasury 57
Assistant Secretary of War 70
Assistant Solicitor General 74
Assistant Treasurer of the United States 57
Assistant Treasurers 57
Associate Justices of the Supreme Court 1
Astronomical Observatory 102
Atlanta, Ga. 13
Atlantic Ocean 13
Atomic Energy Commission 102
Attorney General 74
Auditing Division, Treasury Department 57
Auditor for the Post Office Department 57
Auditor for the State and Other Departments 57
Auditor for the War Department 57
Auditors, Board of General 57
Augusta, Me. 13
Austin, Tex. 13
Australia, Minister to 89
Austria, Minister to 89
Aviation, Civil 102
Aviation Commission, Civil 102
Aviation Commission, Civil, Secretary of 102
Aviation Commission, Civil, Solicitor of 102
Aviation Commission, Civil, Treasurer of 102
Aviation Commission, Civil, Vice Chairman of 102
Aviation Commission, Civil, Vice Chairman, Executive Assistant to 102
Aviation Commission, Civil, Vice Chairman, Secretary to 102
Aviation Commission, Civil, Vice Chairman, Special Assistant to 102
Aviation Commission, Civil, Vice Chairman, Technical Assistant to 102
Azores 13

INDEX, continued

Assistant Herdsman	189
Assistant House Manager	215
Assistant, Junior Laboratory	17
Assistant, Junior Purchasing	22
Assistant Laboratory Assistant	18
Assistant Laboratory Attendant	41
Assistant Laboratory Mechanic	236
Assistant Manager of Temporary Family Housing	226
Assistant Matron	228
Assistant Nursing Service Supervisor	329
Assistant, Personnel	19
Assistant Photographic Technician	365
Assistant, Radio Programmer	23
Assistant Record Clerk	85
Assistant, Senior Laboratory	16
Assistant, Senior Printing	20
Assistant, Senior Purchasing	21
Assistant Stores Clerk	88
Assistant Superintendent of Print Shop	312
Assistant Supervisor of Animal Hospital	346
Assistant Supervisor of Clinic Nurses	350
Assistant Supervisor of Off-Campus Housing	355
Assistant Tabulating Machine Supervisor	341
Assistant to Director of Division of Services for Crippled Children	25
Assistant to Health Officer	30
Assistant to Director of Hospital Laboratory	26
Assistant to Director of Housing	29
Assistant to Director of Physical Plant	27
Assistant to Director of Public Information	28
Assistant to Manager of Illini Union	31
Assistant to Military Property Custodian	32
Assistant to Social Director	33
Assistant to the Business Manager	24

TABLE, continued

Assistant Manager of Engineering Facility
Engineer
Engineering Aide
Laboratory Assistant Biochemistry Technician
Assistant, Field Physiology
Assistant, Medical Library
Assistant, Medical Technology
Assistant, Medical Technology Clerk
Assistant Nurse Clerk
Assistant Superintendent of Grain Shop
Assistant Supervisor of Animal Hospital
Assistant Supervisor of Clinic Nurses
Assistant Supervisor of Self-Service
Attendant
Attendant Assisting Men in Supervision
Attendant in Infirmary of Training Camp
Attendant in Library of Training Camp
Attendant in Library of Veterans
Attendant in Nursery
Attendant in Office of Hospital
Attendant in Office of Superintendent
Attendant in Psychiatric Ward
Attendant in Recreation Room
Attendant in Shop
Attendant in Shop for Training Disabled
Attendant in Training Shop
Attendant, Animal Laboratory
Attendant, Animal Quarters
Attendant, Animal Service
Attendant, Animal Technician
Attendant, Animal Technician Trainee
Attendant, Assistant Technician
Attendant, Assistant Technician Trainee
Attendant, Bacteriology
Attendant, Biochemistry
Attendant, Biochemistry Technician
Attendant, Blood Bank
Attendant, Blood Bank Technician
Attendant, Blood Bank Technician Trainee
Attendant, Blood Physiology
Attendant, Blood Physiology Technician
Attendant, Blood Physiology Technician Trainee
Attendant, Boiler Room
Attendant, Boiler Room Trainee
Attendant, Building Service
Attendant, Building Service Supervisor
Attendant, Bureau of Medical Service
Attendant, Cafeteria
Attendant, Cafeteria Trainee
Attendant, Chief
Attendant, Chief Trainee
Attendant, Clinic
Attendant, Clinic Trainee
Attendant, Clinical Laboratory
Attendant, Clinical Laboratory Trainee
Attendant, Clinical Pathology
Attendant, Clinical Pathology Trainee
Attendant, Clinical Psychology
Attendant, Clinical Psychology Trainee
Attendant, Dental
Attendant, Dental Trainee
Attendant, Dietetics
Attendant, Dietetics Trainee
Attendant, Dietetics Technician
Attendant, Dietetics Technician Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee
Attendant, Dietetics Trainee

INDEX, continued

Assistant Training Supervisor, Medical Social Service	344
Associate Architect	12
Attendant, Airport	34
Attendant, Assistant Laboratory	41
Attendant, Equipment	35
Attendant, Fire Station	36
Attendant, Fountain	37
Attendant, Garage	38
Attendant, Junior Laboratory	40
Attendant, Locker Room	42
Attendant, Senior Laboratory	39
Attendant, Supply	43
Attendant, Tool Room	44
Auditor, Assistant	45
Automotive Foreman	176
Automotive Mechanic	232
Assistant Medical Record Librarian	202
Assistant Office Appliance Operator	264
Assistant Photographer	273
Assistant Plant Operating Engineer	148
Assistant Radio Engineer	153
Assistant Radio Operator	265
Assistant Recorder	290
Assistant Superintendent of Buildings and Grounds	307
Assistant Tree Surgeon	377
Attendant, Physiotherapy	277
Baker, Head	46
Baker, Second	47
Boiler Room Fireman	168
Bookbinder	48
Bookbindery Foreman	176
Bookbindery Worker	49
Bookstore Manager	206
Bookstore Manager, Assistant	207

INDEX, continued

Assistant Training Supervisor, Medical Social Service 344
Associate Architect 22
Attendant, Airport 29
Attendant, Assistant Laboratory 41
Attendant, Equipment 35
Attendant, Fire Station 36
Attendant, Locomotive 37
Attendant, Nurse 38
Attendant, Nurse Laboratory 40
Attendant, Locker Room 42
Attendant, Senior Laboratory 30
Attendant, Supply 43
Attendant, Tool Room 44
Auditor, Assistant 45
Automotive Foreman 176
Automotive Mechanic 232
Assistant Medical Record Librarian 206
Assistant Office Airplane Operator 258
Assistant Photographer 273
Assistant Plant Operating Engineer 346
Assistant Radio Engineer 321
Assistant Radio Operator 269
Assistant Recorder 206
Assistant Superintendent of Building and Grounds 307
Assistant Tree Surgeon 377
Attendant, Sportsmanship 277

Baker, Head 45
Baker, Second 47
Boiler Room Fireman 268
Bookbinder 48
Bookbindery Foreman 176
Bookbindery Worker 49
Bookstore Manager 206
Bookstore Manager, Assistant 207

INDEX, continued

Bowling Alley Manager	208
Bracemaker	50
Bracemaker, Assistant	51
Brace Technician	362
Bricklayer Foreman	176
Brick-Mason	374
Building Craftsmen, Supervisor of	347
Building Maintenance, Superintendent of	305
Building Operating Engineer	138
Building Operating Engineer, Assistant	139
Building Operating Engineer, Chief	137
Buildings and Grounds, Assistant Superintendent of	307
Bursar, Assistant	52
Business Manager, Assistant	53
Business Manager, Assistant to the	24
Butcher	54
Captain, Fire	163
Captain, Police	278
Caretaker, Animal	57
Caretaker, Head Airport	55
Caretaker, Head Animal	56
Carpenter	374
Carpenter Foreman	177
Cashier	59
Cashier, Assistant	60
Cashier, Head	58
Cement Finisher	374
Checker, Laundry	61
Chef	62
Chicago Illini Center, Supervisor of	348
Chicago Illini Union, Manager of	222
Chief Accountant, Assistant	1
Chief Admitting Officer	254
Chief Announcer	9

Bowling Alley Manager 204
Broadcaster 30
Broadcaster, Assistant 31
Broker Trading Clerk 106
Brokerage Operation 176
Brush Hand 174
Building Construction, Supervision of 247
Building Maintenance, Supervision of 249
Building Operating Engineer 128
Building Operating Engineer, Assistant 129
Building Superintendent (Male) 127
Buildings and Grounds, Assistant 131
Interviewing of 207
Cashier, Assistant 208
Casting Manager, Assistant 209
Catalogue Manager, Assistant to the Publisher 34
Chemist, Food 157
Chemist, Plant 158
Chiropodist 159
Chiropractic Technician 160
Cleaner 161
Cleaner, Assistant 162
Cleaner, Head 163
Cleaning Establishment, Supervision of 164
Clerk 165
Clerk-Typist 166
Clerk, Accounting 167
Clerk, Assistant 168
Clerk, Bank 169
Clerk, Billing 170
Clerk, Bookkeeping 171
Clerk, Cashier 172
Clerk, Claim 173
Clerk, Credit 174
Clerk, Duplicating Machine 175
Clerk, Employment 176
Clerk, Expediting 177
Clerk, File 178
Clerk, General 179
Clerk, Head 180
Clerk, Insurance 181
Clerk, Inventory 182
Clerk, Invoice 183
Clerk, Mail 184
Clerk, Order 185
Clerk, Payroll 186
Clerk, Personnel 187
Clerk, Production 188
Clerk, Purchasing 189
Clerk, Receiving 190
Clerk, Shipping 191
Clerk, Stock 192
Clerk, Supply 193
Clerk, Tabulating Machine 194
Clerk, Time 195
Clerk, Traffic 196
Clerk, Typist 197
Clerk, Typist, Assistant 198
Clerk, Typist, Head 199
Clerk, Typist, Senior 200
Clerk, Typist, Supervising 201
Clerk, Typist, Trainee 202
Clerk, Typist, Transcription 203

Chief, Assistant Fire 165
Chief Building Operating Engineer 137
Chief Clerk 64
Chief Cold Storage Operator 258
Chief, Fire 164
Chief Information Clerk 74
Chief Physiotherapist 274
Chief Radio Engineer 152
Chief Switchboard Operator 267
Chief X-Ray Technician 368
Civil Engineer 140
Clerk, Assistant 67
Clerk, Assistant Account 70
Clerk, Assistant File 73
Clerk, Assistant Record 85
Clerk, Assistant Stores 88
Clerk, Chief 64
Clerk, Chief Information 74
Clerk, Executive, President's Office 63
Clerk, Information 75
Clerk, Inventory 76
Clerk, Junior 66
Clerk, Junior Account 69
Clerk, Junior File 72
Clerk, Junior Operations 79
Clerk, Junior Pay Roll 81
Clerk, Junior Record 84
Clerk, Mailing 77
Clerk, Receiving 82
Clerk, Senior 65
Clerk, Senior Account 68
Clerk, Senior File 71
Clerk, Senior Operations 78
Clerk, Senior Pay Roll 80
Clerk, Senior Record 83
Clerk, Statistical 86
Clerk-Stenographer, Assistant 93
Clerk-Stenographer, Junior 92
Clerk-Stenographer, Senior 91
Clerk-Stenographer, Supervising 90

Clerk, Accounting
Clerk, Building Operating Engineer
Clerk, Claims
Clerk, Code Storage Operator
Clerk, Files
Clerk, Information Clerk
Clerk, Lighthouse
Clerk, Radio Engineer
Clerk, Switchboard Operator
Clerk, Ticket Reservation
Civil Engineer
Clerk, Cashier
Clerk, Assistant Account
Clerk, Assistant Bills
Clerk, Assistant Cocoa
Clerk, Assistant Claims
Clerk, Chief
Clerk, Chief Information
Clerk, Executive, President's Office
Clerk, Information
Clerk, Inventory
Clerk, Junior
Clerk, Junior Account
Clerk, Junior Bills
Clerk, Junior Operations
Clerk, Junior Pay Roll
Clerk, Junior Record
Clerk, Mailing
Clerk, Receiving
Clerk, Senior
Clerk, Senior Account
Clerk, Senior Bills
Clerk, Senior Operations
Clerk, Senior Pay Roll
Clerk, Senior Record
Clerk, Statistical
Clerk-Stenographer, Assistant
Clerk-Stenographer, Junior
Clerk-Stenographer, Senior
Clerk-Stenographer, Supervising

INDEX, continued

Clerk, Stores	87
Clerk-Typist, Assistant	96
Clerk-Typist, Junior	95
Clerk-Typist, Senior	94
Clerk, Ward	89
Clinical Psychologist	287
Clinic Nurse	246
Clinic Nurses, Assistant Supervisor of	350
Clinic Nurses, Supervisor of	349
Clinics, Assistant Director of	116
Cold Storage Operator	259
Cold Storage Operator, Chief	258
Commercial Artist	14
Composing Room Apprentice	10
Composing Room Foreman	177
Compositor	374
Construction Accountant	2
Consultant, Field Physiotherapy	97
Consultant, Medical Social Service	98
Consultant, Nursing	100
Consultant, Orthopedic Nursing	101
Consultant, Speech and Hearing	103
Continuity Writer	383
Cook I	105
Cook II	106
Cook, Foods Laboratory	107
Cook, Head	104
Copyholder	108
Cost Accountant, Junior	6
Creameryman	109
Creamery Supervisor	317
Custodial Foreman (See: Custodial Supervisor)	
Custodial Supervisor	318
Custodian, Forest	110

INDEX, continued

Clerk, Stores 67
Clerk-Typist, Assistant 96
Clerk-Typist, Senior 95
Clerk-Typist, Senior 94
Clerk, Ward 69
Clinical Psychologist 207
Clinic Nurse 240
Clinic Nurse, Assistant Supervisor of 220
Clinic Nurse, Supervisor of 240
Clinics, Assistant Director of 116
Cold Storage Operator 238
Cold Storage Operator, Chief 238
Commercial Artist 74
Computing Data Processing 10
Computing Room Operator 177
Computing . . . 174
Computing . . . 2
Consultant, Fixed Dysmorphology 97
Consultant, Medical Dental Service 95
Consultant, Nursing 100
Consultant, Orthopedic Nursing 102
Consultant, Speech and Hearing 103
Controversy Writer 163
Cook I 105
Cook II 106
Cook, Meals Laboratory 107
Cook, Ward 106
Cupboliter 106
Dark Attendant, Junior 3
Dressmaker 109
Dressmaker Supervisor 247
Dunstall Person
(See Custodial Supervisor)
Custodial Supervisor 218
Custodian, Ward 110

INDEX, continued

Designer, Architectural 111
Dietary Service, Assistant Director of 118
Dietary Service, Director of 117
Dietitian 112
Dietitian, Assistant 113
Dining Room Supervisor 319
Director, Educational Program, Radio Station 114
Director of Clinics, Assistant 116
Director of Dietary Service 117
Director of Dietary Service, Assistant 118
Director of Division of Services for Crippled Children 119
Director of Division of Services for Crippled Children, Assistant to 25
Director of Hospital Laboratory, Assistant to 26
Director of Housing, Assistant to 29
Director of Music, Radio Station 120
Director of Neuropsychiatric Clinic 121
Director of Nonacademic Personnel, Assistant 122
Director of Nurses 123
Director of Nurses, Assistant 124
Director of Physical Plant, Assistant to 27
Director, Production, Radio Station 115
Director of Public Information, Assistant to 28
Director of Purchases, Assistant 125
Division of Services for Crippled Children, Director of 119
Draftsman 126
Draftsman, Junior Architectural 128
Draftsman, Junior Engineering 130
Draftsman, Senior Architectural 127
Draftsman, Senior Engineering 129
Driver 131

INDEX, continued

Designer, Architectural 111
Dietary Service, Inclusive Direction of 116
Dietary Service, Increase of 117
Dietetics 118
Dietitian, Assistant 123
Drills, Fire Supervisor 93
Dressing, Educational Progress, Ratio of
Direction 124
Director of Clinics, Assistant 110
Director of Dietary Service 117
Director of Dietary Service, Assistant 118
Director of Instruction of Dentists for
Orthopedic Children 139
Director of Training of Dentists for
Crippled Children, Relations to 93
Director of Electrical Laboratory,
Relations to 86
Director of Health, Relations to 89
Director of Music, Radio Broadcasts 120
Director of Neuropsychiatric Clinic 103
Director of Nonstandards Personnel, Relations 126
Director of Nurses 101
Director of Nurses, Assistant 102
Director of Physical Plant, Relations to 97
Director, Production, Radio Station 113
Director of Public Information,
Relations to 98
Director of Purchases, Assistant 105
Division of Services for Crippled
Children, Director of 139
Draftsman 108
Draftsman, Junior Architectural 112
Draftsman, Senior Engineering 130
Draftsman, Senior Mechanical 127
Draftsman, Senior Engineering 130
Drive 101

Editorial Assistant 15
Editorial Writer 384
Educational Program Director, Radio Station 114
Electrical Engineer 141
Electrician 374
Electrician Foreman 177
Electro-Acoustician 132
Elevator Mechanic 233
Elevator Operations Foreman 171
Elevator Operator 260
Engineer, Aircraft Maintenance 134
Engineer, Architectural 135
Engineer, Architectural Mechanical 136
Engineer, Assistant Building Operating 139
Engineer, Assistant Plant Operating 148
Engineer, Assistant Radio 153
Engineer, Building Operating 138
Engineer, Chief Building Operating 137
Engineer, Chief Radio 152
Engineer, Civil 140
Engineer, Electrical 141
Engineer, Industrial -- Housing Construction Analyst 142
Engineering Draftsman, Junior 130
Engineering Draftsman, Senior 129
Engineer, Instrument and Efficiency 143
Engineer, Mechanical 144
Engineer, Operations 145
Engineer, Operative Crane 146
Engineer, Plant Operating 147
Engineer, Plant Operating Watch 149
Engineer, Power Plant Mechanical 150
Engineer, Structural 154
Engineer, Swimming Pool Operating 155
Equipment Attendant 35
Estimator 156
Examiner and Recorder, Assistant 158
Examiner, Assistant 157

Editorial Assistant
Editorial Intern
Educational Program Director, Radio
Director
Electrical Engineer
Elevators
Emergency Personnel
Electro-Mechanical
Employee Relations
Employee Operations Manager
Employer Operator
Engineer, Licensed Mechanical
Engineer, Mechanical
Engineer, Professional Mechanical
Engineer, Radio Broadcasting Operating
Engineer, Assistant Plant Operating
Engineer, Assistant Radio
Engineer, Building Operating
Engineer, Chief Building Operating
Engineer, Chief Radio
Engineer, Civil
Engineer, Electrical
Engineer, Industrial -- Heating
Examination Analyst
Exhibiting Developer, Radio
Exhibiting Developer, Radio
Explosive, Dynamite and Artillery
Explosive, Mechanical
Explosive, Operations
Explorer, Operative Crews
Explorer, Plant Operating
Explorer, Plant Operating Night
Explorer, Radio Broadcast Technical
Explorer, Structural
Explorer, Technical Maintenance and Operation
Explorer
Explorer and Inventor, Chemistry
Explorer, Chemistry

Executive Clerk, President's Office 63
Executive Secretary, President's Office 159
Exterminator 160

Farm Foreman 173
Farm Foreman, Supervising 172
Farm Laborer 197
Fieldman 161
Fieldman, Assistant 162
Field Physiotherapy Consultant 97
File Clerk, Assistant 73
File Clerk, Junior 72
File Clerk, Senior 71
Finisher, Cement 374
Fire Captain 163
Fire Chief 164
Fire Chief, Assistant 165
Fire First Lieutenant 166
Fireman, Boiler Room 168
Fireman, Incinerator 169
Fire Second Lieutenant 167
Fire Station Attendant 36
Food Production Manager 209
Food Production Manager, Assistant 210
Food Service Manager 212
Food Service Manager, Assistant 213
Food Service Manager, Residence Halls 211
Food Service Office Assistant 253
Foods Laboratory Cook 107
Forelady, Maid 170
Foreman, Automotive 176
Foreman, Bookbindery 176
Foreman, Bricklayer 176
Foreman, Carpenter 177
Foreman, Composing Room 177
Foreman, Custodial
(See: Supervisor, Custodial)

INDEX, continued

Executive Secretary, President's office 120
Executive Clerk, Presidential office 69

. . . .

Farm Foreman 173
Farm Foreman, Dairy 174
Farm Laborer 177
Fieldman 161
Fieldman, Assistant 162
Field Physiologist, Commercial 97
File Clerk, Assistant 73
File Clerk, Junior 72
File Clerk, Senior 71
Fireman, Chief 174
Fire Captain 163
Fire Chief 164
Fire Chief, Assistant 165
Fire Fuel Liquefaction 158
Fireman, Relief Duty 166
Fireman, Journeyman 167
Fire Control Lieutenant 162
Fire Station Attendant 168
Food Production Manager 119
Food Production Manager, Assistant 120
Food Service Manager 142
Food Service Manager, Assistant 143
Food Service Manager, Executive Suite 144
Food Service Unit Assistant 145
Foreman, Automotive 172
Foreman, Boilerhouse 175
Foreman, Electrician 176
Foreman, Carpenter 177
Foreman, Cooperative Room 178
Foreman, Overhead 179
(See: Supervisor, Overhead)

INDEX, continued

Foreman, Electrician 177
Foreman, Elevator Operations 171
Foreman, Farm 173
Foreman, Garage 178
Foreman, Grounds 178
Foreman, Janitor 174
Foreman, Janitor Sub- 182
Foreman, Machinist 179
Foreman, Painter 179
Foreman, Park 175
Foreman, Plumber 179
Foreman, Press Room 179
Foreman, Sheet Metal 180
Foreman, Skilled Trades 176
Foreman, Steam Distribution 181
Foreman, Sub- 182
Foreman, Supervising Farm 172
Foreman, Water Station 180
Forest Custodian 110
Fountain Attendant 37
Fountain Supervisor 320

Garage Attendant 38
Garage Foreman 178
Gardener, Agricultural 183
Gardener, Assistant Agricultural 184
Gardener, Assistant Grounds
(See: Gardener, Assistant Agricultural)
Gardener, Grounds
(See: Gardener, Agricultural)
General Airport Mechanic 231
Glassblower 186
Glassblower, Senior 185
Glazier 374
Grounds Foreman 178
Grounds Gardener
(See: Agricultural Gardener)

Grounds Gardener, Assistant
(See: Agricultural Gardener, Assistant)
Groundsman 187

Handicapped Children, Teacher of 360
Hanger 187a
Head Airport Caretaker 55
Head Animal Caretaker 56
Head Baker 46
Head Cashier 58
Head Cook 104
Head Nurse 247
Head Nurse, Assistant 248
Health Officer, Assistant to 30
Herdsman 188
Herdsman, Assistant 189
Housekeeper 190
Housekeeping, Supervisor of 351
House Manager 214
House Manager, Assistant 215
Housing Visitor 379

Incinerator Fireman 168
Industrial Engineer -- Housing
Construction Analyst 142
Information Clerk 75
Information Clerk, Chief 74
Information Office, Supervisor of 352
Instrument and Efficiency Engineer 143
Instrument Maker 191
Instrument Repairman 291
Instrument Technician, Aircraft 361
Instrument Technician, Musical 364
Intake Interviewer 192
Intake Supervisor 321
Interviewer, Intake 192
Inventory Clerk 76
Inventory Supervisor 322

INDEX, continued

Janitor	193
Janitor Foreman	174
Janitress	193
Junior Accountant	5
Junior Account Clerk	69
Junior Architectural Draftsman	128
Junior Clerk	66
Junior Clerk-Stenographer	92
Junior Clerk-Typist	95
Junior Cost Accountant	6
Junior Engineering Draftsman	130
Junior File Clerk	72
Junior Laboratory Assistant	17
Junior Laboratory Attendant	40
Junior Laboratory Mechanic	235
Junior Medical Technologist	372
Junior Office Appliance Operator	263
Junior Operations Clerk	79
Junior Pay Roll Clerk	81
Junior Proofreader	286
Junior Physiotherapist	276
Junior Purchasing Assistant	22
Junior Record Clerk	84
Junior Statistician	302
Junior X-Ray Technician	370

Kitchen Helper	195
Kitchen Helper, Senior	194
Kitchen Laborer	198

Laboratory and X-Ray Technician	363
Laboratory Assistant, Assistant	18
Laboratory Assistant, Junior	17
Laboratory Assistant, Senior	16

Doctor
Doctor Dorman
Dentistry
Doctor Economist
Doctor Account Clerk
Doctor Educational Director
Doctor Clerk
Doctor Clinic-Technician
Doctor Clerk-Typist
Doctor Cook Accountant
Doctor Employment Interviewer
Doctor File Clerk
Doctor Laboratory Assistant
Doctor Laboratory Attendant
Dormon Laboratory Technician
Doctor Medical Technologist
Doctor Office Duplicating Operator
Doctor Operations Clerk
Doctor Peg Pool Clerk
Doctor Interviewer
Doctor Physiotherapist
Doctor Purchasing Assistant
Doctor Record Clerk
Doctor Stenographer
Doctor X-Ray Technician

Kitchen Helper
Kitchen Helper, Senior
Kitchen Laundry

Laboratory and X-Ray Technician
Laboratory Technician, Assistant
Laboratory Assistant, Doctor
Laboratory Assistant, Doctor

INDEX, continued

Laboratory Attendant, Assistant 41
Laboratory Attendant, Junior 40
Laboratory Attendant, Senior 39
Laboratory Cook, Foods 107
Laboratory Manager 216
Laboratory Mechanic, Assistant 236
Laboratory Mechanic, Junior 235
Laboratory Mechanic, Senior 234
Laborer 196
Laborer, Farm 197
Laborer, Kitchen 198
Laborer, Park 199
Laundress 200
Laundress Supervisor 323
Laundry Checker 61
Laundry Maintenance Man 205
Laundry Manager 217
Laundry Press Operator 261
Laundry Serviceman 296
Librarian, Assistant Medical Record 202
Librarian, Medical Record 201
Linen Service, Supervisor of 353
Linotype Operator 374
Locker Room Attendant 42
Locksmith 374

Machinist 374
Machinist Foreman 179
Maid 203
Maid Forelady 170
Mailing Clerk 77
Mailing Service Supervisor 324
Maintenance Engineer, Aircraft 134
Maintenance Helper 204
Maintenance Man, Laundry 205

INDEX, continued

Manager, Assistant Bookstore 207
Manager, Assistant Food Production 210
Manager, Assistant Food Service 213
Manager, Assistant House 215
Manager, Bookstore 206
Manager, Bowling Alley 208
Manager, Food Production 209
Manager, Food Service 212
Manager, Food Service, Residence Halls 211
Manager, House 214
Manager, Laboratory 216
Manager, Laundry 217
Manager of Chicago Illini Union 222
Manager, Office 218
Manager of Illini Union, Assistant to 31
Manager of Photographic Laboratory 223
Manager of Student Supply Store 224
Manager of Temporary Family Housing 225
Manager of Temporary Family Housing, Assistant 226
Manager, Park 220
Manager, Traffic 221
Mason, Brick- and Stone- 374
Mason, Stone- 374
Matron 227
Matron, Assistant 228
McKinley Hospital, Superintendent of 309
Meat Cutter 229
Mechanical Engineer 144
Mechanical Engineer, Architectural 136
Mechanical Engineer, Power Plant 150
Mechanic, Aircraft Maintenance and Line 230
Mechanic, Assistant Laboratory 236
Mechanic, Automotive 232
Mechanic, Elevator 233
Mechanic, General Airport 231
Mechanic Helper, Refrigeration 241
Mechanic, Junior Laboratory 235

INDEX, continued

Mechanic, Power Plant 237
Mechanic, Refrigeration 238
Mechanic, Senior Laboratory 234
Mechanic, Telephone 240
Medical Officer 242
Medical Record Librarian 201
Medical Social Service Consultant 98
Medical Social Service Supervisor 325
Medical Social Worker 297
Medical Technologist, Junior 372
Medical Technologist, Senior 371
Messenger 244
Military Property Custodian, Assistant to 32
Molder 245
Musical Instrument Technician 364
Music, Director of, Radio Station 120

Neuropsychiatric Clinic, Director of 121
Nonacademic Personnel, Assistant Director of 122
Nurse, Assistant Head 248
Nurse, Clinic 246
Nurse, Head 247
Nurse's Aide 252
Nurses, Assistant Director of 124
Nurses, Director of 123
Nurse, Staff 249
Nurse, Supervising 250
Nurse, Visiting 251
Nursing Consultant 100
Nursing Service Supervisor 327
Nursing Service Supervisor, Assistant 329

Off-Campus Housing, Assistant Supervisor of 355
Off-Campus Housing, Supervisor of 354

Index, continued

Mechanic, Motor Fleet 237
Mechanic, Refrigeration 239
Mechanic, Senior Laboratory 234
Mechanic, Toolpoint 240
Medical Officer 242
Medical Record Librarian 201
Medical Social Service Consultant 68
Medical Social Service Supervisor 282
Medical Social Worker 287
Medical Technologist, Junior 278
Medical Technologist, Senior 277
Messenger 246
Military Property Custodian, Assistant to 32
Nurse
Nurse, Industrial Relations 242
Nurse, Director of, Public Health 120

Occupational Therapist, Director of 282
Occupational Therapist, Assistant
Director of 238
Nurse, Assistant Head 240
Nurse, Clinic 240
Nurse, Head 241
Nurse's Aide 239
Nurse, Assistant Director of 124
Nurse, Director of 127
Nurse, Staff 240
Nurse, Supervising 238
Nurse, Visiting 234
Nursing Consultant 126
Nursing Service Supervisor 237
Nursing Service Supervisor, Assistant 238

Off-Campus Housing, Assistant Supervisor of 230
Off-Campus Housing, Supervisor of 229

INDEX, continued

Office Appliance Operator, Assistant	264
Office Appliance Operator, Junior	263
Office Appliance Operator, Senior	262
Office Assistant, Food Service	253
Office Manager	218
Officer, Admitting	255
Officer, Chief Admitting	254
Officer, Medical	242
Officer, Personnel	256
Office Supervisor	330
Operating Engineer, Assistant Plant	148
Operating Engineer, Plant	147
Operating Engineer, Swimming Pool	155
Operating Watch Engineer, Plant	149
Operations, Assistant Superintendent of	311
Operations Clerk, Junior	79
Operations Clerk, Senior	78
Operations Engineer	145
Operations, Superintendent of	310
Operative Crane Engineer	146
Operator, Airport Tower	257
Operator, Assistant Chief Switchboard	268
Operator, Assistant Office Appliance	264
Operator, Assistant Radio	265
Operator, Chief Cold Storage	258
Operator, Chief Switchboard	267
Operator, Cold Storage	259
Operator, Elevator	260
Operator, Junior Office Appliance	263
Operator, Laundry Press	261
Operator, Linotype	374
Operator, Senior Office Appliance	262
Operator, Steam Distribution	266
Operator, Switchboard	269
Operator, Water Station	270
Orderly	271
Orthopedic Nursing Consultant	101

Painter 374
Painter Foreman 179
Park Foreman 175
Park, Laborer 199
Park Manager 220
Pattern Maker 374
Pay Roll Clerk, Junior 81
Pay Roll Clerk, Senior 80
Personnel Assistant 19
Personnel Officer 256
Photographer 272
Photographer, Assistant 273
Photographic Laboratory, Manager of 223
Photographic Technician, Assistant 365
Physiotherapist, Chief 274
Physiotherapist, Junior 276
Physiotherapist, Senior 275
Physiotherapy Attendant 277
Physiotherapy Consultant, Field 97
Plant Operating Engineer 147
Plant Operating Watch Engineer 149
Plasterer 374
Plumber Foreman 179
Plumber-Steamfitter 374
Police Captain 278
Police First Lieutenant 279
Policeman 281
Police Second Lieutenant 280
Potter 282
Poultryman 283
Power Plant Mechanic 237
Power Plant Mechanical Engineer 150
Power Plant Repairman 292
Power Plant Shift Supervisor 331
Pressman 374
Press Room Apprentice 11
Press Room Foreman 179
Printing Assistant, Senior 20

INDEX, continued

Production Director, Radio Station 115
Program Director, Educational, Radio Station 114
Programmer Assistant, Radio 23
Proofreader, Junior 286
Proofreader, Senior 285
Psychiatric Social Service Worker, Supervising 299
Psychiatric Social Service Worker 300
Psychological Service Supervisor 332
Psychologist, Clinical 287
Purchases, Assistant Director of 125
Purchasing Agent 289
Purchasing Assistant, Junior 22
Purchasing Assistant, Senior 21

Radio Engineer, Assistant 153
Radio Engineer, Chief 152
Radio Operator, Assistant 265
Radio Programmer Assistant 23
Radium Technician 366
Receiving Clerk 82
Record Clerk, Assistant 85
Record Clerk, Junior 84
Record Clerk, Senior 83
Recorder, Assistant 290
Record Room Supervisor 333
Refrigeration Mechanic 238
Refrigeration Mechanic Helper 241
Repairman, Instrument 291
Repairman, Power Plant 292
Repairs and Utilities, Superintendent of 313
Research and Educational Hospitals, Assistant Administrator of 7
Roads, Grounds, and Transportation, Superintendent of 314
Roofer 374
Routing Supervisor 335

Index, continued

INDEX, continued

Sanitation and Safety, Superintendent of	315
Seamstress	293
Second Baker	47
Secretary	295
Secretary, Executive, President's Office	159
Secretary, Senior	294
Senior Accountant	4
Senior Account Clerk	68
Senior Architect	13
Senior Architectural Draftsman	127
Senior Clerk	65
Senior Clerk-Typist	94
Senior Engineering Draftsman	129
Senior File Clerk	71
Senior Glassblower	185
Senior Kitchen Helper	194
Senior Laboratory Assistant	16
Senior Laboratory Attendant	39
Senior Laboratory Mechanic	234
Senior Medical Technologist	371
Senior Office Appliance Operator	262
Senior Operations Clerk	78
Senior Pay Roll Clerk	80
Senior Physiotherapist	275
Senior Printing Assistant	20
Senior Proofreader	285
Senior Purchasing Assistant	21
Senior Record Clerk	83
Senior Secretary	294
Senior Statistician	301
Senior X-Ray Technician	368
Serviceman, Laundry	296
Sewing and Surgical Dressing Supervisor	336
Sheet Metal Foreman	180
Sheet Metal Worker	374
Skilled Trades Foreman	176
Skilled Trades Helper	375
Skilled Tradesman	374

Washington and Darling, Proprietors of
Watertown
Watson House
Watson, Peter
Waverly
Webster, Ebenezer, President's Office
Webster, Hector
Webster Apartments
Webster Avenue Clinic
Webster Hospital
Webster Orthodontic Institute
Webster Clinic
Webster Clinic-Hospital
Webster Engineering Institute
Webster Mills Clinic
Webster Observatory
Webster Kitchen Staff
Webster Laboratory Assistant
Webster Laboratory Technician
Webster Laboratory Technique
Webster Medical Technologist
Webster Office Assistant Operator
Webster Operating Table
Webster Toy Shop Clinic
Webster Transportation
Webster Writing Machine
Webster Department Store
Webster Personnel Assistant
Webster Physical Therapy
Webster Secretary
Webster Secretarial
Webster X-Ray Technician
Wednesday, Tuesday
Welding and Perpetual Breathing Machine
Wendt Motor Company
Wendt Motor Tester
Whistler Bridge Tender
Whistling Swan Lighter
Whitted Insurance

Social Director, Assistant to 33
Social Research Analyst 8
Social Service Supervisor, Medical 325
Social Service Worker, Psychiatric 300
Social Service Worker, Supervising Psychiatric 299
Social Worker, Medical 297
Sound Technician 367
Specifications Writer 385
Speech and Hearing Consultant 103
Speech and Hearing Service Supervisor 337
Staff Nurse 249
Statistical Clerk 86
Statistician, Junior 302
Statistician, Senior 301
Steam Distribution Foreman 181
Steam Distribution Operator 266
Steamfitter
(See: Plumber-Steamfitter)
Stone-Mason 374
Storekeeper 303
Stores Clerk 87
Stores Clerk, Assistant 88
Stores Supervisor 339
Structural Engineer 154
Student Supply Store, Manager of 224
Sub-Foreman 182
Sub-Foreman, Janitor 182
Superintendent, Architectural 304
Superintendent of Building Maintenance 305
Superintendent of Buildings and Grounds, Assistant 307
Superintendent of McKinley Hospital 309
Superintendent of Operations 310
Superintendent of Operations, Assistant 311
Superintendent of Print Shop, Assistant 312
Superintendent of Repairs and Utilities 313
Superintendent of Roads, Grounds, and Transportation 314

Social Insurance, Assistant to
Social Insurance Service
Social Service Supervisor, Senior
Social Service Worker, Intermediate
Social Service Worker, Intermediate
(Psychiatric)
Social Worker, Medical
Stock Clerk
Stock Supervisor
Storekeeper-Driver
Street and Property Inspector
Student Aid Inspector, Service Connected
Tax-1 Worker
Telephone Clerk
Telephone Operator, Senior
Telephone Trainee
Temporary Clerk
Temporary Clerk-Typist
Temporary Typist
Tennis Court Director, Summer
Theatre Electrician Operator
Theatre Usher
(Non-Typing Classification)
Theatre Usher
Theatre Usher
Theatre Usher
Theatre Clerk, Institution
Theatre Projectionist
Theatrical Designer
Theatrical Designer
Theatrical Lighting
Theatrical Stage Carpenter, Manager of
Theatrical Stage Carpenter
Theatrical Stage Electrician
Theatrical Stage Electrician
Theatrical Stage Electrician, Manager of
Theatrical Stage Hand
Theatrical Stage Hand
Theatrical Stage Hand, Manager of
Theatrical Stage Hand, Manager of Electrical
Theatrical Stage Hand
Theatrical Stage Property Specialist
Theatrical Stage Property Specialist
Theatrical Stage Property Specialist

INDEX, continued

Superintendent of Sanitation and Safety 315
Superintendent of Utilities 316
Supervising Accountant 3
Supervising Clerk-Stenographer 90
Supervising Farm Foreman 172
Supervising Nurse 250
Supervising Psychiatric Social Service Worker 299
Supervisor, Assistant Nursing Service 329
Supervisor, Assistant Tabulating Machine 341
Supervisor, Assistant Training, Medical Social Service 344
Supervisor, Creamery 317
Supervisor, Custodial 318
Supervisor, Dining Room 319
Supervisor, Fountain 320
Supervisor, Intake 321
Supervisor, Inventory 322
Supervisor, Laundress 323
Supervisor, Mailing Service 324
Supervisor, Medical Social Service 325
Supervisor, Nursing Service 327
Supervisor of Animal Hospital 345
Supervisor of Animal Hospital, Assistant 346
Supervisor of Building Craftsmen 347
Supervisor of Chicago Illini Center 348
Supervisor of Clinic Nurses 349
Supervisor of Clinic Nurses, Assistant 350
Supervisor, Office 330
Supervisor of Housekeeping 351
Supervisor of Information Office 352
Supervisor of Linen Service 353
Supervisor of Off-Campus Housing 354
Supervisor of Off-Campus Housing, Assistant 355
Supervisor of Urology Clinic 356
Supervisor of Veterans Equipment Procurement 358
Supervisor, Power Plant Shift 331
Supervisor, Psychological Service 332

INDEX, continued

Supervisor, Assistant Nursing Service 320
Supervisor, Assistant Training, Medical Social Service 320
Supervisor, Dietary 320
Supervisor, Dietetic 320
Supervisor, Dining Room 320
Supervisor, Diversion 320
Supervisor, Domestic 320
Supervisor, Housekeeping 320
Supervisor, Industrial Therapy 320
Supervisor, Laundry 320
Supervisor, Linen 320
Supervisor, Nursing Service 320
Supervisor, Occupational Therapy 320
Supervisor, Patients' Library 320
Supervisor, Personnel 320
Supervisor, Social Service 320
Supervisor, Training 320
Supervisor, Volunteer Service 320
Supervisor of Animal Hospital 320
Supervisor of Animal Hospital, Assistant 320
Supervisor of Bowling Greens 320
Supervisor of Children Field Center 320
Supervisor of Clinic Nurse 320
Supervisor of Clinic Nurse, Assistant 320
Supervisor, Office 320
Supervisor of Convalescent Office 320
Supervisor of Library Service 320
Supervisor of Out-Patient Nursing 320
Supervisor of Out-Patient Nursing, Assistant 320
Supervisor of Urology Clinic 320
Supervisor of Veterans Hospital Investigations 320
Supervisor, Water Plant Staff 320
Supervisor, Psychological Service 320

INDEX, continued

Supervisor, Record Room 333
Supervisor, Routing 335
Supervisor, Sewing and Surgical Dressing 336
Supervisor, Speech and Hearing Service 337
Supervisor, Stores 339
Supervisor, Tabulating Machine 340
Supervisor, Training, Medical Social Service 342
Supply Attendant 43
Swimming Pool Operating Engineer 155
Switchboard Operator 269
Switchboard Operator, Assistant Chief 268
Switchboard Operator, Chief 267

Tabulating Machine Supervisor 340
Tabulating Machine Supervisor, Assistant 341
Teacher of Handicapped Children 360
Technician, Aircraft Instrument 361
Technician, Assistant Photographic 365
Technician, Brace 362
Technician, Chief X-Ray 368
Technician, Junior X-Ray 370
Technician, Laboratory and X-Ray 363
Technician, Musical Instrument 364
Technician, Radium 366
Technician, Senior X-Ray 368
Technician, Sound 367
Technologist, Junior Medical 372
Technologist, Senior Medical 371
Telephone Mechanic 240
Temporary Family Housing, Assistant Manager of 226
Temporary Family Housing, Manager of 225
Tester, Advanced Registry 373
Tool Room Attendant 44
Trades Helper, Skilled 375
Tradesman, Skilled 374
Traffic Manager 221
Training Supervisor, Assistant, Medical Social Service 344

Supervisor, Diesel Shop ..
Supervisor, Foreign
Supervisor, Forging and Tempering
Supervisor, Grease and Lubricating Service
Supervisor, Stores
Supervisor, Tabulating Machine
Supervisor, Terminal, Motive Power Service
Survey, Alignment
Switching Yard Operating Employee
Switchboard Operator
Switchboard Operator, Automatic Dial
Switchboard Operator, Cord

Tabulating Machine Supervisor
Tabulating Machine Supervisor, Assistant
Tamper or Tie-and-Surfacer Operator
Tamping, Electric Impact
Tamping, Hand
Tamping, Machine
Tamping, Spike
Tapping, Bolt
Tapping, Nut
Telegraph Instrument Repairman
Telegraph Lineman
Telegraph Operator
Telegraph Operator, Assistant Chief
Telegraph Operator, Chief
Telegraph Operator, Commercial
Telegraph Operator, Railroad
Telegraph Operator, Railroad Chief
Telegraph Operator, Railroad Commercial
Telegraph Operator, Railroad Wire Chief
Telegraph Repairman
Telegraph Repairman, Assistant
Telegraph Repairman, Chief
Telegraph Repairman, Railroad
Telegraph Repairman, Railroad Chief
Telegraph Repairman, Railroad Wire Chief
Telephone Operator
Telephone Operator, Assistant, Railroad
Telephone Operator, Railroad

INDEX, continued

Training Supervisor, Medical Social Service 342
Tree Surgeon 376
Tree Surgeon, Assistant 377
Tree Trimmer 378

Urology Clinic, Supervisor of 356
Utilities, Superintendent of 316

Veterans Equipment Procurement, Supervisor of 358
Visiting Nurse 251
Visitor, Housing 379

Ward Clerk 89
Washman 380
Watchman 381
Water Station Foreman 180
Water Station Operator 270
Welder 374
Window Washer 374
Worker, Bookbindery 49
Wringerman 382
Writer, Continuity 383
Writer, Editorial 384
Writer, Specifications 385

X-Ray Technician, Chief 368
X-Ray Technician, Junior 370
X-Ray Technician, Senior 368

INDEX, continued

Training Supervisor, Medical Social Service 345
Tree Surgeon 370
Tree Surgeon, Assistant 371
Tree Trimmer 371

Urology Clinic, Supervisor of 325
Utility, Superintendent of 324

Veterans Employment Representative, Supervisor of 390
Visiting Nurse 331
Visitor, Housing 371

Ward Clerk 69
Warrant 390
Watchman 370
Water Station Foreman 380
Water Station Operator 377
Welder 374
Window Washer 370
Worker, Institutional 69
Wrangler 369
Writer, Continuity 369
Writer, Editorial 374
Writer, Specifications 370

X-Ray Technician, Chief 326
X-Ray Technician, Junior 370
X-Ray Technician, Senior 369

UNIVERSITY OF ILLINOIS-URBANA
3 0112 111982465